

# Preschool Parent Handbook

2023 - 2024



## Our Savior Lutheran Preschool

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“We will tell the next generation the  
praiseworthy deeds of the Lord, his power,  
and the wonders he has done.”

## Psalm 78:4

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

**Proverbs 22:6**

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“Bring them up in the discipline and instruction of the Lord.”

**Ephesians 6:4**

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## FORWARD

How do you describe a school?

You can speak of such things as its playground and buildings, its location, its activities and organizations, and certainly the curriculum that is taught. But perhaps the most important aspect of a school is the purpose for which it exists. Our Savior Lutheran School has such a purpose – we exist to praise Jesus, partner with parents, promote character, and pursue excellence.

In addition to sharing our mission, the purpose of this handbook is to provide you with answers to many of your questions about Our Savior’s Preschool. Please feel free to call or come and visit in person if you have additional questions about our school. We look forward to being part of your future as we work together in Christian education.

## MISSION

As men, women, and children united by the Word of God into the community of Christ, Our Savior Lutheran Church and School exists to:

**Know** Jesus Christ as Savior,

...**Grow** in loving service to God and each other,

...**Go** into our community and the world with the good news of Christ’s forgiveness.

## VISION

“Educating now and for eternity”

- ★ Our Savior Lutheran School (OSLS) is committed to serving families from our congregation and surrounding communities by educating the whole child – spiritually, academically, physically, socially, and emotionally.
- ★ *Christian Faith* – Students of OSLS have a strong conviction of the Christian faith with a zeal for Christian living in an ever-changing society.

- ★ Christian Service – Students of OSLS live the faith that the Holy Spirit has put in their hearts by glorifying God through their service to others.
- ★ Christian Witness – Students of OSLS embody the commission of Jesus – to make disciples of all nations by sharing the Good News of salvation through Christ.
- ★ Academic Readiness – Students of OSLS are prepared for continuing education with a foundation of academic excellence to succeed in a changing world.
- ★ Christian Support – OSLS provides well-managed facilities, qualified staff, and curricular and extra-curricular materials to meet the students’ individual needs through faithful stewardship of available resources.

## Objectives

1. Instill in the young child a knowledge of God’s love for him/her.
  - a. To know that our Bible lessons are taught from God’s book, the Bible
  - b. To trust God as a loving Father
  - c. To know that Jesus is one’s Best Friend and only Savior
  - d. To learn and understand God’s will in life’s situations
2. To introduce and familiarize children with the basic academic skills through fun, age-appropriate activities
  - a. Reading readiness and language - visual discrimination, rhyming, name recognition, alphabet awareness and recognition (when appropriate)
  - b. Math readiness - counting, matching, numbers 0-10
  - c. Science awareness - seasons, nutrition, plants, animals
  - d. Social studies awareness - safety, feelings, school, community, holidays

- e. Music - singing, fingerplays, rhythm through dance and exercise, use of musical instruments
- 3. To meet the basic needs of children for
  - a. Good health, physical development, and motor coordination
  - b. Attention, acceptance, and affection
  - c. Opportunities to experience success
  - d. A sense of contentment and self-liking
  - e. Security of gentle discipline and counsel
  - f. Respect for other people and materials
- 4. Foster abilities and needs of each child:
  - a. To be able to cope with problems
  - b. To be observant and attentive
  - c. To be responsible, self-directed, and self-disciplined
  - d. To become more skillful in using language and understanding concepts
  - e. To foster creativity
  - f. To help the children feel at ease about being away from home and to be able to accept involvement with other adults
  - g. To strengthen family ties, and, through participation, help the parents understand their children better through quality one-on-one bonding time.

## FOCUS

All year we will learn how everything we do should reflect the love of our God. The following rules are in place to help guide students and keep them safe while at school.

1. Listen to the teacher
2. Be a good friend
3. Try your best
4. Stay safe
5. Tell the truth

We strive to have a classroom full of students that are hard working:

*“Whatever you do, do it all for the glory of God.”*

- 1 Corinthians 10:31b

We strive to have a classroom full of students that are goal oriented, loving, and kind:

*“We love because He first loved us.”*

- 1 John 4:19

## CURRICULUM

Our philosophy at Our Savior is one where learning is achieved through a balance of instruction, investigation, and play. High standards will be meshed with age appropriateness.

### **Areas of Development**

#### **Spiritual Development**

We will provide a Christian learning environment through group concern and caring, Bible stories, simple prayers, and through experiencing God’s love in our work and play area.

#### **Social Development**

We will provide an environment in which children develop healthy attitudes toward themselves. It is important that they learn to understand, respect, and cooperate with others. Our program provides important opportunities for children to make new friends, work with one another, and learn to appreciate and respect the work and play area of others.

#### **Emotional Development**

We will provide positive guidance to enhance your child’s understanding of self-worth. Through problem solving, the

children will learn to be responsible and work both in groups and independent of others.

### **Physical Development**

We will provide opportunities for each child to develop large motor coordination through activities in the gym and outside play equipment. The children will also be encouraged to develop their fine motor skills through various activities like sorting, doing puzzles, rubbings, printing letters, and art.

### **Cognitive Development**

We will provide an environment in which each child will experience a hands-on approach and play-based curriculum that provides the most conducive environment for learning.

Through play we are able to enhance and teach pre-reading skills and concepts, foundations for math and science, writing skills, creative art, dramatic play, and social and emotional activities. All these factors will be essential in your child's future educational success.

*I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. - Psalm 139:14*

## **ENROLLMENT**

The OSLS preschool program is open to children of the congregation and community. Students learn age-appropriate information and skills, as well as, work on social and emotional development.

1. Children must be age 3 or 4 by September 1 of the school year.
2. Presentation of a birth certificate is required at enrollment.
3. A child entering preschool must be completely toilet trained before enrollment.



4. Completion of all registration, health, and immunization forms is required.

Our Savior offers a low teacher-student ratio. Low ratios mean more individual care and attention for your child.

### **Special Needs**

The school staff is willing to consult with you and your physician, psychologist, social worker, etc., about any special needs your child may have. Also, if the school should notice any special development needs a child may have involving speech, hearing, etc., we will inform you of our concerns and of any outside help that may be available. OSLS participates in the Special Needs Scholarship Program (SNSP) for students who qualify with an IEP or Service Plan.

### **NON-DISCRIMINATORY POLICY**

OSLS admits students of any race, color, national or ethnic origin to all 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, national or ethnic origin in administration of its admission policies, educational policies, and school administered programs.

### **TUITION**

OSLS is a non-profit organization. It is not our intention or policy to realize financial gain from our institution. Our tuition fees are needed to maintain our facilities and offer the level of educational excellence (low student-teacher ratios, quality facilities, and state of the art equipment) that is part of our philosophy of education.

3K and 4K families will be charged based on the number of days each week they attend. All families are required to inform the preschool teacher and school office of their schedule. The schedule is to remain consistent each week. If you'd like to

increase the days/week, please contact the preschool teacher and office with the updated schedule.

<b>3K/4K Half Day Tuition Scale</b>	
Two days per week	\$1465
Three days per week	\$1900
Four days per week	\$2280
Five days per week	\$2600

OSLS makes use of FACTS as our tuition management system for collection of all tuition and educational fees.

All previous year family accounts must be current in order for a child to be re-enrolled, or for a family to enroll a new child for the following year.

**OSLS participates in the Wisconsin Parental Choice Program (WPCP).** This program provides tuition vouchers for families who meet certain income and residency qualifications. Applications run from February through April of the prior year. The DPI provides vouchers for current Our Savior students entering 4K - 8th Grade for the 2023-2024.

### **DROP OFF AND PICK UP**

The safety of our students while they are being dropped off before and picked up after school is of utmost importance to us. The following procedures will be followed to help ensure orderly drop-off, pick-up, and our students' safety.

#### **Drop-off**

Before School Care is available to parents that work early. Care begins at 6:30AM. Parents are asked to walk their child into the before care room and sign them in with their login code.

At 7:50 A.M., morning care is over. The extended care provider will take students to their classroom.

Parents who will be dropping their child off during this time may drop them off at the school entrance or walk them into the school building. If you arrive after 8:05am the school entrance will be locked.

**Pick-up**

The 3K/4K school day is over at 11:30AM. Parents will meet the teacher and students near the school entrance to pick up their child. If you or a person on your approved list does not pick up your child by 11:35AM, your child will be signed into extended care.

**EXTENDED CARE**

Our Savior’s extended care is designed to provide children of working parents, or those who have a late afternoon commitment, with a safe, caring and enriching environment.

**Hours**

- Before School Care hours are from 6:30 AM – 7:50 AM.
- Wrap Around School Care hours are from 11:30 AM – 3:15 PM.
- After School Care hours are from 3:15 - 5:30 PM.

Preschool students not picked up by 11:35 AM after dismissal, will be signed into Extended Care. Due to staffing, Extended Care is not available on holidays, vacations, or days there is no school. This includes any days canceled due to inclement weather.

**Wrap Around Care Schedule**

11:30 - 11:45 Read Aloud  
11:45-12:15 Lunch

12:15-12:45	Recess
12:45 - 12:50	Bathroom
1:00 - 2:30	Naptime
2:30 - 3:15	Pack Up/Snack/Table Activities
3:15	Pickup

### **Cost**

The cost of extended care is \$4.50/hour for each child. Extended care fees will be recorded in each family's individual account through FACTS. All fees from parents are paid through the FACTS payment system. Failure to arrange payment jeopardizes the child's enrollment in BASC.

### **Hot Lunch/Milk Program**

Our school offers milk for the children's lunch period for students in gr. K-8. Milk will be offered for the 3K/4K morning snack. Specific information about milk costs is provided prior to the beginning of the school year. Our Savior Lutheran School participates in the Special Milk Program by the state of Wisconsin to keep our milk costs to the parents low. 3K/4K students are only allowed to have white milk per the Special Milk Program. Presently milk is \$5.00 for preK students; and \$10.00 a year for students in gr. K-8.

The SMP offers free milk to families that are unable to pay the yearly cost. The school office will aid in applying for the free milk. If you feel your child(ren) qualifies, please contact the school office.

If your child requires a special diet, please see here for specific form for the office to have on file and we will accommodate those needs: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/medical-statement.pdf>

Children who stay for afternoon care, bring their own lunches. Lunches are kept in cubbies with their belongings and so are not refrigerated. Be sure to send nonperishable items and/or include a cold pack with the lunches to keep them at an appropriate temperature throughout the day.

Hot Lunch is offered once or twice each week. The menu for the lunches are sent out via email to all school families during the previous month, and payment is collected. Be sure to refer to the menu for the quantity of the lunch and the variety included in each lunch.

## CLOTHING

Keep in mind that while your child is at preschool we will be doing creative, messy, muddy, active, and artsy activities. Children should wear comfortable, washable play clothes. Clothing should be appropriate for the weather and movement. Dress your child in comfortable clothing and shoes that allow for easy and safe movement. For this reason, please do not let your child wear shoes that do not have a back or strap on the heel (i.e. flip flops). Please label jackets, boots, mittens, etc. to avoid mix ups.

Shorts may be worn during the months of August, September, October, April, and May.

## PROGRESS REPORTS

Assessment of what students are learning happens every day in our classrooms. The teacher assesses student learning through activities, projects, asking questions, and observation. A written progress report will also be done each quarter. This progress report will be copied and be sent home for parents to see. If you have any questions about the progress report, please don't hesitate to contact your child's teacher.

## POLICIES

OSLS Preschool is not a state licensed childcare facility. However, state guidelines are followed as closely as possible. This includes following health and food guidelines and adult to child ratios in each classroom.

### **Immunizations**

Each child shall have an immunization history, which states that the child has been immunized, and the date of such immunizations as required by the state. This written statement or one of the following alternatives must be met prior to the child's admission.

Compliance alternatives:

- A written statement from a physician that a particular immunization is or may be detrimental to the health of the particular child. The requirement for that particular immunization is waived until it can be determined by the family physician that the immunization is no longer detrimental to the health of the child.
- A parent may sign a waiver.

### **Health Regulations**

Parents are asked to protect their own children and others by keeping a child home that is carrying an infectious illness. If a child has a temperature of 100.4 degrees or above, is vomiting, has diarrhea, or has any other questionable symptoms, parents will be notified to pick up their child. 24 hours without the symptom is required before returning to Preschool.

Please use common sense in the case of a severe cough or extremely bad cold. OSLS should be notified of any contagious disease so that we may notify the other parents if we feel the children have been exposed.

OSLS staff and administration are mandated by Wisconsin state law (Wisconsin Statutes [s.48.981(2)]) to report any suspected maltreatment of a child. Any evidence of unusual bruises, lacerations, burns, signs of neglect or maltreatment shall be noted on the child's record and will be reported to the proper authorities if considered as suspicious.

Treatments of minor injuries will be recorded in an Incident Report and kept in the child's file.

Please make staff aware of any allergies.

### **Absences/Tardies**

Please excuse any student absence with a note, email, or phone call to the school office and the preschool teacher before the absence.

### **Medication**

If a child has a medical condition requiring treatment, such medication will be kept in an area not accessible to children on the premises and administered by the teacher, with written permission of the parent or guardian. Training in administration will be provided by a parent or guardian as necessary.

## **FIELD TRIPS**

Field Trips are scheduled on various days throughout the year. Most of our field trips are in-house field trips.

Parents may be asked to pay extra fees for field trips. Fees for field trips will be charged as outings are planned and billed through FACTS.

## **CHRISTIAN CONDUCT AND DISCIPLINE**

At OSLS's Preschool the children expect to receive love, support and forgiveness. The parents can expect that teachers and staff will correct their children properly in the spirit of Christian love and concern.

The teachers and staff shall use positive methods of discipline which encourage self-control, self-direction, self-esteem, self-confidence and cooperation.

The ultimate goal is to teach children to be self-disciplined. When teachers discipline students, they are showing that they care too much for them to let them behave in a way that is not God pleasing and want to take the time and effort to help them learn how to behave in a God pleasing manner. This is done in partnership with the home. It is critical that school and home cooperate in helping the child learn self-discipline.

Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself, or to prevent a child from harming other persons or property.

At OSLS's Preschool anyone who volunteers to help will be given guidelines to follow in the use of positive control in the classroom. Volunteers at our Preschool are fully supervised at all times.

### **EMERGENCY SCHOOL CLOSING**

In case weather conditions make it necessary to close school, an announcement will be made with the following local TV and radio stations and their websites: WTMJ4, WISN12, WITI Fox 6, CBS 58. Since in most instances school is called off by the local school district, watch for "all Grafton and/or Port Washington-Saukville schools". If any of these districts call off, we will not have school. A FACTS Parent Alert email will also be sent to school families.

If only Our Savior (and no other school) is closing for some reason, parents will be notified through FACTS Parent Alert email.



## **BUSING**

4K students who live in the Grafton School district have busing available to them.

## **PARENT INVOLVEMENT**

Any time parents wish to arrange a meeting with the teacher or Principal, please contact your child's teacher or the Principal to do so. Comments are always welcome and any concern you may have regarding your child or your child's care is important to us!

## **CLOSING**

Thank you for your interest in our preschool and for an opportunity to share with you some information about our ministry. It would be a privilege to partner with your family in Christian education. Please contact the school principal with any questions that you might have.



## IMPORTANT CONTACT INFORMATION

### FACULTY

Principal: Nathan Schultz	262-339-4593 nschultz@oursaviorgrafton.org
School Office: Jill Klug	262-377-7780 osls@oursaviorgrafton.org
PreK Teacher: AnnMarie DiGangi	262-305-6444 adigangi@oursaviorgrafton.org

### EXTENDED CARE

BASC/Extended Care: Monica Pappenfuss	608-235-9720 oslsbasc@oursaviorgrafton.org
BASC Bekah Zietlow	414-544-7483 oslsbasc2@oursaviorgrafton.org

### PASTORS

Vacancy Pastor: Charles Papenfuss	262-290-7374 pastor@oursaviorgrafton.org
Pastoral Assistant Jeremiah Backhaus	262-951-1427 oslcpa@oursaviorgrafton.org

### GENERAL INFORMATION

Our Savior Lutheran Preschool  
1332 Arrowhead Rd., Grafton, WI 53024  
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**Find us on Facebook:** Our Savior Grafton



