



*Grace*  
LUTHERAN  
PRESCHOOL

*Parent  
Handbook*

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A ministry of Grace Lutheran Church

### **Mission**

The mission of Grace Evangelical Lutheran School is to assist parents with the Christian training of their children for life and eternity, while providing academic excellence in the light of God's word.

### **Purpose**

“Train a child in the way he should go, and when he is old he will not turn from it.” This is God's directive and comforting promise. For over 100 years, families from Oshkosh area have looked to Grace Lutheran School to partner in guiding their children to know their savior, Jesus.

### **Hours**

Half-Day Preschool: 7:50-11:35 am

Full-Day Preschool: 7:50 am-3:05 pm

### **2024-2025 Costs**

5 day/full day - \$5072 (for the year)

5 day/half day - \$2945 (for the year)

3 day/full day - \$3859 (for the year)

3 day/half day - \$2218 (for the year)

Before School Care: Free (7-7:30 am)

After School Care: \$4.00 per hour (3:10-5:30 pm)

### **Financial**

Parents shall meet their financial responsibilities in a timely nature. You may pay in full or you pay participate in the FACTS program Grace uses to collect monthly payments.

## **Enrollment Policies**

1. Open to children who turn 3 years of age by September 1.
2. In order to qualify for enrollment, children must be toilet trained and be able to independently care for their bathroom needs.
  - a. The teacher will be in contact with parents if consistent bathroom accidents occur. Student enrollment may be temporarily paused if it is necessary to complete the work of toilet training at home.
3. Class sizes are limited to a ratio of 1 instructor to 10 students.
4. Applications are subject to the approval of the principal and director.

## **Curriculum & Goals**

With active learning, children learn with their hands, bodies, and minds! Our curriculum focuses on the development of the whole child as listed below.

1. Approaches to Learning - comprehension skills, understanding, and ways of thinking
2. Social and Emotional- regulate and express feelings, empathy toward others, building relationships with peers and teachers
3. Physical Health and Development- large & fine motor skills, coordination
4. Language & Literacy- letters, books, and communication
5. Mathematics- numbers, spatial awareness, shapes, and one-to-one correspondence
6. Creative Arts- music, art, and pretend play
7. Science & Technology- observe, predict, and draw conclusions
8. Social Studies- community, God created each of us differently
9. Bible Time- listen, learn, and retell different Bible stories, songs, and Bible verses, learning how to praise and pray to God

## **Grace Lutheran Church**

Grace Lutheran Church is a member of the Wisconsin Evangelical Lutheran Synod (WELS). All of the teachings and doctrines of the WELS are found in the true and unchanging words of the Bible. Grace offers Bible Information Class to adults who are interested in learning more about what we teach, and what the students are learning from the Bible at school. Please speak with the pastors, principal, or teachers if you'd like to get connected and learn more! Students will be scheduled to sing in church, with their class, 2 or more times each year.

Worship times are as follows:

- Saturdays at 5:30
- Sundays at 8 am & 10:30 am
- Mondays at 6 pm

Opportunities for learning and fellowship for all ages (Sunday school & adult Bible Class) is held from 9:15-10:15 am on Sunday mornings.

## **Student Behavior**

Students will exhibit proper Christian behavior as per the instructor's established guidelines. These guidelines are Biblically based on the example set for us by our Lord and Savior, Jesus.

When behavior occurs that does not follow the established guidelines, the teacher will communicate clearly with the child. If positive redirection and reinforcement do not correct the behavior, the student will be removed from the activity to discuss what happened. They may also take time to regulate themselves in a calming corner & practice calming techniques as needed. Students are encouraged to return to activities when they feel prepared to join the group. Corporal punishment is not to be used under any circumstances.

The teacher will be in contact with parents if a pattern of challenging behaviors arises. In extreme cases, student dismissal procedures may be initiated following multiple parent teacher conferences.

## **How to Prepare my Child for School?**

The first day can bring on many emotions for both parents and students. Before the beginning of the school year, create a goodbye routine with your child and practice this at home. When you arrive to school, acknowledge your child's feelings, then calmly reassure your child that it is ok to be sad when we say goodbye to people we love, and that if they are sad, the teachers and friends will help them at school.

As teachers, we understand that adjusting to a new school can be hard for young students and parents too. Please rest assured that we will help them through everything that they are feeling and experiencing!

## **Food & Drink**

Individual daily snacks must be brought from home for your child. Please send a healthy snack to help your child stay engaged during the school day. Milk can be purchased for snack and/or lunch for \$0.40 per carton. If you are interested in purchasing lunch or milk, you can put money into your account online. The office can assist with any questions regarding payments.

Please send a full, labeled water bottle everyday with your child. Your child must be able to open and drink the water bottle independently. Our bottle fillers are available to refill as needed throughout the day. If you'd like to send it from home, milk and juice may be sent to school in prepackaged, sealed containers for snack or lunch only (no open or straw cups for milk or juice). It is not permitted to have milk or juice in children's water bottles.

## **Clothing & Personal Belongings**

Please dress your child in comfortable play clothes and shoes that they are able to adjust independently. Our Pre-K curriculum includes many fun & messy active learning experiences. Extra clothes are not just for bathroom accidents, they also assist with wet bottoms from a wet slide, milk spills, and many other preschool mishaps! Each student should keep two full changes of clothes at school at all times.

We will continue to take the children outside on cool fall days and occasionally throughout the winter to explore the seasonal changes around us. Please make sure to send appropriate, labeled outdoor gear so that your child is warm and comfortable.

## **Health**

Your child's health is of utmost importance to us. If your child has allergies or health concerns, please make the office and their teacher aware. If your child appears to have symptoms of illness during school, a caregiver may be called to pick them up. In such cases, the child is taken to the office and a parent will be contacted. If parents cannot be contacted, we will call the next number on your child's application or emergency card. When children are ill, please keep them at home and notify the school office. Your child must be fever-free and incident-free (vomiting, diarrhea) for 24 hours without medication, before returning to school.

## **Medication**

If a child needs to take medication during the day, there is a form in the office that must be filled out prior to administering medication. All medication must come in the original container with instructions on the label, special care needed (such as refrigeration) and dosage. The medication will be kept in a locked box and be administered by the office staff. For safety reasons, medication must not be left in the child's bag or backpack.

## **Field Trips**

Field trips may be scheduled during the school year. Parents are welcome to come along as chaperones for the field trips. All chaperones must fill out a volunteer form. Consent forms and volunteer forms should be filled out at the beginning of the year on orientation day. Chaperones must take responsibility for student groups during field trips, therefore we ask that no younger siblings attend.

## **Parent Volunteering**

There may be opportunities for parents to volunteer their time to assist with classroom activities throughout the year. If you are interested in assisting, please speak with the teacher.



## **Pick-Up Authorization**

If someone new will be picking up your child, please let the office and your child's teacher know. It is highly recommended that all authorized pick up people are listed on the authorized pickup form completed at orientation. When an emergency prevents you from picking your child up on time, please notify the school immediately.

## **School Closings**

In case of severe weather, we follow the closing announcements for the Oshkosh Area School District (OASD) system as broadcast over the local television stations. We will follow whatever action the OASD schools take regarding weather related closings. If OASD is not in session, then we broadcast our closing announcement over television as well as send out a Fast Direct message to notify parents school has been canceled.

## **Method of Registration**

Registration for Grace's Preschool program begins in early February. Forms are available by contacting the office. After classes have been filled, prospective students may join a waiting list, and will be notified if any spots become available.

Preschool is also subject to whole school policies and procedures found in the Grace School Handbook.

## **Non-discriminatory Policy**

Grace Lutheran School admits students of any race, color, nationality, and ethnic origin to all 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 or ethnic origin in administration policies, athletic, or other school-administered programs.

## **Closing**

It is our prayer that we may partner together this year to guide your child to grow spiritually, socially, physically, emotionally, and academically within our Christ-centered atmosphere.



*"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."*

*Matthew 19:14*