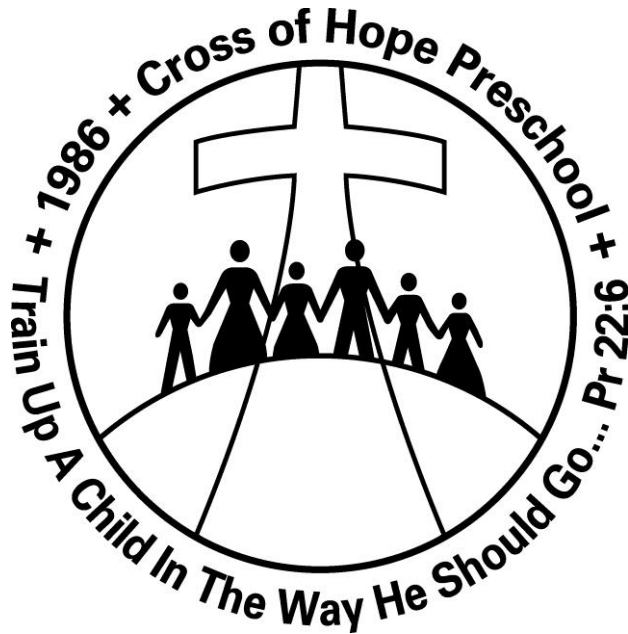


# CROSS OF HOPE PRESCHOOL PARENT HANDBOOK 2017-2018



6104 Taylor Ranch NW  
Albuquerque, NM 87120  
899-0928

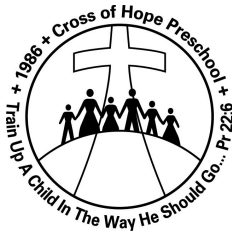
[www.crossofhope.org](http://www.crossofhope.org)

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Dear Parents:

The Preschool Board of Directors would like to take this opportunity to welcome you and your child to Cross of Hope Lutheran Preschool and to introduce ourselves. The Board of Directors is made up of five members and our Pastor. We meet once a month to discuss issues and to provide guidance and supervision to the preschool and its staff.

It is our goal to provide the best program possible for the children and we welcome your input. Towards the end of the school year you will be given an evaluation form so that you may give us your thoughts and opinions regarding the preschool. We carefully read over all parent evaluations. If at any time during the school year, however, you have a suggestion or concern, please feel free to discuss it with the Preschool Director, Mary Sue Hale. If you feel it is an issue for the Board, please write us a note and leave it in the church office. You may also call any of us at the numbers below.

Thank you for choosing Cross of Hope Lutheran Preschool and we hope your child will have a happy and productive year.

Sincerely,

The Preschool Board

Board Members

Phone Number

Pastor Adam Berndt  
Susan Case  
Geoff Bokan  
Rosemary Neely

897-0047  
890-6419  
850-7328  
899-8178

Mary Sue Hale, Preschool Director  
Claudia Beck, Office Assistant

899-0928  
899-0928

## CROSS OF HOPE LUTHERAN PRESCHOOL

### **Cross of Hope Church and Affiliated Schools Faith Statement**

Cross of Hope Lutheran Church Vision Statement: "Reaching out to grow hope-filled followers of Jesus."

Cross of Hope Church and Affiliated Schools is part of the Church established through the Holy Spirit for Christ's disciples throughout the ages. We are orthodox and apostolic in this sense. We were once part of the Roman Catholic Church, but were separated from that church in the 16<sup>th</sup> century. At that time, Martin Luther and other reformers agreed to the faith of the Roman Catholic Church, as supported in Scripture, but rejected certain abuses of the faith. Our faith was summarized in documents called confessions. Chief among these writings is the Augsburg Confession, A.D. 1530.

As Christians our faith can be summarized below:

1. We believe in God, the Father, Son and Holy Spirit (Matthew 28:19-20).
2. We believe that Jesus Christ is God's Word to us through whom everything was made and through whose life, death and resurrection we have life. Jesus is Lord (John 1:1-2, 14).
3. We believe the Scriptures of the Old and New Testaments are the written Word of God. They are inspired and announce the good news in Christ Jesus. Scripture is the authoritative source and norm for our faith and life (2 Timothy 3:16).
4. We accept the Apostles', Nicene, and Athanasian Creeds as true reflections of the faith of the Church (Ephesians 4:4-7).

### **Mission Statement:**

*"Train up a child in the way he should go, and when he is old he will not depart from it."*  
Proverbs 22:6

Cross of Hope Preschool teaches children the truths of God in a loving environment through a quality educational program that respects each child's development.

### **Statement of Objective**

We will provide qualified teachers, a rich environment and curriculum with developmentally appropriate activities that will allow children to grow and develop as unique individuals as well as strengthen them spiritually, intellectually, socially, emotionally and physically. We seek to instill in each child the foundations needed for success in school and a lifelong love of learning. We strive to develop a partnership with families that results in families' active

educational involvement and mutual respect between parents and teachers that support the child's growth and development.

### **Purpose and Goals**

Cross of Hope Lutheran Church and Preschool believes in "reaching out to grow hope-filled followers of Jesus" Christ". Therefore, Cross of Hope Lutheran Preschool, a preschool for three- and four-year-old children is based on the following goals for early childhood ministry: Christian nurture mission outreach, quality education and community service.

Christian nurture sets our school apart from the secular preschool programs. Christian teachers and staff will be engaged in modeling Christian values for the children, as well as in direct teaching of Bible stories, songs, prayers, and other Christian teachings. Teachers will need to be practicing Christians who have thought out for themselves the relationship between Christianity and their daily lives. (Ephesians 4:1-6:18)

Mission outreach or evangelism is an important goal of the preschool. The preschool becomes a bridge between church and family. By involving our Pastors with the Director and the children, the connection with the church is made stronger. Children are the greatest evangelists we have in the church. (Matthew 28:19-20)

Following a developmentally appropriate curriculum designed to meet the spiritual, intellectual, social/emotional and physical needs of each child will provide quality education. Each child will be supported in his/her intellectual development through manipulation of materials and interaction with the environment, fostering curiosity, creativity, problem-solving and decision-making ability. Physical development is to be supported through the use of activities and equipment designed to build large and small muscle coordination. Children will be helped to become aware of the unique potentials and characteristics of self and others, plus develop a sense of self-worth. Through group interaction and acceptance, a positive self-concept will reflect God's love for all people. (John 13:34-35)

Community service is a goal for our growing community, heavily populated with young families with young children. The preschool will give our church a greater visibility and a greater range of influence. Research tells us that the greatest learning takes place during the first six years, and also that children who attend quality preschools simply fare better as they begin school. We want to provide this service to our community. To help the

children learn that God is pleased when we help others, the preschool provides the families with several opportunities to participate in community service projects. (1 Timothy 6:17-19, Luke 21:1-4)

### **Quality Christian Family and Preschool Education**

Our preschool is committed to assisting parents in teaching their children the truths of God, a love for themselves and all people and the skills and knowledge necessary to equip them for lives of joy in service to our Lord. These truths are the foundation of our ministry:

1. All people are created by God. *“So God created man in his own image, in the image of God he created him; male and female he created them. God blessed them and said to them, “Be fruitful and increase in number.” Genesis 1:27-28*
2. Parents are the first teachers representing God to their children. *“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:5-7*
3. The Bible is the Word of God and the authoritative source on how we are to live our lives of faith on a daily basis. *“All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” 2 Timothy 3:16-17*

What can you expect in terms of Christian education for a three-, four-, or even a five-year old child? One way to answer this question is to let you know that our purpose will not be indoctrination, but rather will be very simple concepts about God which will be worked into everyday life of the school. Our purpose is that the children will learn to know God's love through direct experiences, which is the way young children learn best.

Our American Lutheran Church Manual of Guidance for Preschools states, “The religious needs of preschool children require direct experiences so they can see, feel, taste, love and care. They need to be assured that they are important. They need to understand God's love without having to verbalize or even think this understanding in words. Children may experience God's love a thousand times in reality before they will even attach religious words to it. The preschool must promote the feelings in children that church is a place where people love me and I can be myself. Children learn the basic concepts of Christianity gradually. They develop an understanding of these concepts through experiences even more than through words. When they experience God's love, they sense, feel, and know something beyond words.”

Basically, God will be introduced carefully to avoid confusion with Santa Claus or magic. Young children have trouble understanding abstract concepts. The children will be taught that: God is love, God created all living things and God cares about everyone. Jesus will be talked about as God's Son and our Special Friend. Concepts such as the Trinity and Resurrection will be introduced using age appropriate materials. They will learn that the church is God's family and there is a Pastor there who explains what God is like. The Pastor will help the children learn about and how to worship. Since much religion is "caught" rather than taught, young children acquire much of their knowledge about religion through the loving concern of their teachers, parents, and pastors.

They will celebrate Jesus' birth at Christmas and his life at Easter, as they think of new life when new baby animals are born and flowers bloom, etc.

Our school will focus on loving each other as God loves us, with teachers, parents and pastors modeling respect, encouragement, cooperation and forgiveness. They will also deal with the need to care for all of God's creation, including themselves.

The Bible will be introduced as a special book about God and they will hear Bible stories, sing simple religious songs, pray simple prayers and learn simple Bible verses.

Research shows that developmentally, preschoolers may still only be able to think of God in human terms. Thus, these are the years when the humans with whom they interact are able to provide that very crucial experience of love, which they will learn to know, is God!

### **Educational Philosophy**

*"Jesus said, Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven." Matthew 19:14*

The preschool has been designed for children; it is above all else their school. The primary objective is to allow all children enrolled in our program to grow and develop as unique individuals. To accomplish this, the environment has been carefully prepared so that children can explore a variety of equipment and materials. We believe in providing a physical environment that is clean, safe, and oriented to children. Classrooms are arranged to offer challenging learning choices at a range of developmental levels. Activity (learning) centers allow children the opportunity to explore, to experience and most importantly...to succeed. From books and a writing center to blocks and dress-ups, from creative art projects to interesting science and cooking experiences, a child's choice of

firsthand experiences will be many and varied. Child-initiated activities will allow each child the opportunity to make discoveries or practice skills at his/her own pace.

Teacher-directed activities encourage children to experience new ideas and concepts in a concrete way. Our teachers plan a creative thematic plan through out the year that strives to accomplish all our spiritual and academic goals through planned learning time, exploration, and interaction with adults who serve as facilitators and role models. We believe that parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers and develop a partnership for the benefit of the child. We encourage daily communication between parents and teachers. Our doors are always open to parents at all times.

Children will be encouraged to learn self-help skills, such as hand washing and putting on coats. They will also be expected to help maintain the classroom by cleaning up after they finish an activity. In this way, children develop self-confidence in their abilities and learn to cooperate with their classmates.

By providing the children with many opportunities to develop social skills such as cooperating, helping, negotiating and talking about disputes, children begin to learn to solve interpersonal problems. The freedom to interact with others and to explore the classroom also encourages the development of problem-solving skills, independence and the ability to make choices.

### **Developmentally Appropriate Education**

What is it? Child development means that children develop skills as they grow, mastering simple tasks before they go onto the more complicated ones, such as a baby learns to crawl before he walks. Developmentally appropriate education means that we structure the preschool classroom and activities around the developmental levels of three- and four-year-old children.

A six-month-old baby is developmentally unable to talk but is learning to talk by listening to others around her. Developmentally appropriate education for this child would involve talking to her, reading stories and just allowing her to be around grown-ups who talk to each other. **At three and four years of age, children are not developmentally ready to sit at desks and learn the mechanics of writing the alphabet or doing math problems, but if provided a rich environment, three- and four-year-olds will develop and practice skills that will carry them through life.**



How do we know what the development levels of a three- or four-year-old are? Our teachers are professional educators with associates' degrees in child development and their combined experience working with children exceeds thirty years. They keep their education current by taking classes and attending annual conferences of the New Mexico Association for the Education of Young Children.

What does all this mean for my child in the classroom? It means that your child will be learning by doing. Don't expect to see children sitting at desks writing their letters or practicing math problems. These concepts are too abstract for three- and four-year-old children. Instead, expect to see children busy in the classroom. They will be learning cooperation by working together to build a wooden block structure, they will learn responsibility by being expected to pick up after themselves, and learn creativity through art, music and dramatic play activities designed to let them express themselves. No, we don't ignore the alphabet or arithmetic. But instead of drill work the children will be gluing beans to an outline of their names or helping count the number of children who came to school.

We believe this is the best way to teach young children. We present simple concepts and then give them plenty of opportunity for practice. There is lots of learning going on in our classroom and the children are "learning" that school can be fun. Children learn as the teachers serve as facilitators during this time of explorations.

### **Guidance/Discipline Policies**

*"Children, obey your parents in the Lord, for this is right. Honor your father and mother (this is the first commandment with a promise) that it may be well with you and that you may live long on the earth." (Ephesians 6:1-3)*

Guidance is an essential teaching part of the classroom and is not viewed as punishment. Guidance is used to help children learn self-control, to help develop their self-esteem and a regard for and acceptance of others in the classroom.

The following techniques, as outlined by the National Association for the Education of Young Children will be used:

1. Guide children by setting clear, consistent, fair limits for classroom behavior.
2. Value mistakes as learning opportunities.
3. Redirect children to more acceptable behavior or activity.
4. Listen when children talk about their feelings and frustrations.

5. Guide children to resolve conflicts and model skills that help children to solve their own problems.
6. Patiently remind children of the rules and their rationale.

### **Expulsion Policy**

Our preschool will work to provide a safe environment for all children present. It is our policy to work with each child, within the structure of our guidance policy, through problematic behaviors. If a child's behavior is disrupting the safety and/or educational environment the parents/guardians will be contacted to assist in resolving the issue. In some cases, we may ask that the child be taken home for the remainder of the day. If a child exhibits behaviors, which cannot be corrected, a referral to outside organizations will be made. With your consent as the parent, these agencies will help give techniques/strategies to work through the behaviors successfully.

If the child does not show progress toward the elimination of disruptive behaviors, he/she will be subject to disenrollment to find a more suitable environment for the child. One week's written notice will be given to the child's parent(s)/Guardian(s) if disenrollment actions are recommended. If a child is harming teachers or other children, we reserve the right to shorten notice as needed for safety.

### **Attendance Information**

The preschool classes are:

Three Year olds T/Th: 8:30a.m. - 11:30 a.m. or 12:30 p.m. - 3:30 p.m.

Four Year Olds:

T/Th Lunchbox 8:30a.m. -12:30p.m.

M/W/F Lunchbox 9:00 a.m. to 1:00 p.m.

M/W/F Enriched Pre-K 9:00 a.m.-3:00p.m.

The teachers use before and after school time as well as lunches for planning and set-up times. Teachers are prepared to take your child when class starts, not before. Your child will feel more comfortable if you arrive to pick them up promptly. A late fee of \$10.00 will be charged to every 10-minute period (or portion thereof) after 11:40 a.m., 12:40p.m., 1:10 p.m. 3:10 p.m. or 3:40p.m. If a parent has not arrived to pick up a child 10 minutes after the class is over, the teacher or director will attempt to contact the parents at home and work. If neither parent can be reached, the teacher or director will call the

emergency contact listed on the registration form. Children not picked up will remain in the care of the teacher or director at all times until either the parent or an authorized person arrives to pick up the child. If your child is absent due to illness or vacation, the full monthly tuition is still required. If your child will be absent from preschool for any reason, please notify the preschool office by 8:30am of the day your child will be absent.

### **Withdrawal**

A thirty-day written notification prior to withdrawal is always required. In the absence of this written notification the following month's tuition is required. Tuition that has been paid in full will be prorated. A form is available from your child's teacher.

The Board of Directors may ask that a child withdraw from the school for reasons beneficial to the child and/or the school.

### **Authorization to Pick Up Your Child**

No child will be released to a person not authorized by a parent to pick up the child. We must have written or verbal authorization from the parent and identification will be required of this designated person.

### **School Holidays/Cancellations**

The preschool will follow the A.P.S. traditional Kindergarten schedule and snow days. A complete list of holidays will be distributed and reminders posted one week in advance. Snow days will be reported on the radio.

The schedule will be as follows:

- |                   |                                                                                                                                                                                                                                                                                                      |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A.P.S. cancelled: | Preschool cancelled                                                                                                                                                                                                                                                                                  |
| A.P.S. delayed:   | TTh AM Threes (8:30-11:30) is cancelled.<br>TTh PM Threes (12:30-3:30) on regular schedule.<br>TTh Lunchbox preschool begins at 10:30am<br>and ends at 12:30.<br>MWF Lunchbox preschool begins at 11:00am and<br>ends at 1:00<br>MWF Enriched Pre-K (9:00-3:00) begins at 11:00<br>and ends at 3:00. |

If it is your child's Special Person day on a day that school is cancelled, your child will be scheduled to be Special Person the following month. There will be no make-up classes offered on days the preschool must be cancelled due to weather or other unforeseen circumstances.

### **Admission Policy**

Children are eligible for admission if they meet the following requirements:

1. They must be three or four years old by September 1<sup>st</sup> of that school year.
2. Completely toilet trained. (see Toilet Trained Policy)

After registration, a waiting list will be created and families will be notified of vacancies on the basis of their position on the list.

### **Financial Information 2017-2018 school year**

To register: Complete registration forms, pay a non-refundable registration and supply fee of \$150.00. Make arrangements for tuition payment in accordance with the Tuition Payment policy stated below.

Tuition:

- |                                     |                                                    |
|-------------------------------------|----------------------------------------------------|
| 1. T/Th Threes Classes:             | \$1,500/year or 10 monthly payments of \$150/month |
| 2. T/Th Lunchbox Fours Class:       | \$1,700/year or 10 monthly payments of \$170/month |
| 3. M/W/F Fours Lunchbox Class:      | \$2,500/year or 10 monthly payments of \$250/month |
| 4. M/W/F Fours Enriched Pre-K Class | \$3,650/year or \$365/month                        |

### **Tuition Payment Policy**

All families shall be expected to make tuition payments according to one of the following payment plans (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:

1. Full payment. Under this plan, the entire amount of tuition is paid directly to the Cross of Hope Lutheran Preschool office or debited in July through the FACTS Tuition Management Plan.
2. Two Semester payments, one in July and one in January through the FACTS Tuition Management Plan.

3. Monthly Payments. Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will complete a FACTS agreement form upon registration to authorize the automatic monthly payments on the 5<sup>th</sup> or 20<sup>th</sup> of each month.

### Late Registrations

Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according a formula.

### Late Payments

It shall be the responsibility of each school family to keep the Preschool Director informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

### Full Payment.

If payment is not received on or before the stated deadline date, the family will be contacted, within 5 days, by the Preschool Director concerning the missed payment and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition Management Plan.

### Facts Tuition Plans.

School families who choose the payment plan through FACTS Tuition Management and miss a payment due to insufficient funds will be assessed a \$30.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specifications of this policy.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the Preschool Director as soon as possible when they are experiencing economic difficulties.

If your child is absent due to illness or vacation, the total monthly tuition is still required, as stated on the enrollment contract.

### **Licensing**

Our program is licensed by the Children, Youth and Families Department of the State of New Mexico. A copy of the State Regulations has been given to all employees for their review. Copies of the State Regulations and our license are also posted in each classroom. Our licensing review process occurs every May.

### **Accreditation**

Our program is accredited through the Association of Christian Schools International. We are a 5-star rated school, the highest rating awarded by the Children, Youth and Families Department of the State of New Mexico. Our accreditation term is from July 1, 2014 through June 30, 2019.

### **Health and Safety**

#### **Immunization Policy**

All children attending Cross of Hope Preschool must be current in all immunizations required by the Department of Health. Required shots should be scheduled by the date the shots are due. A copy of your child's current immunization record with the physician's signature **must** be on file at the school **NO LATER** than the first day of school. Children will not be admitted to the preschool without proof of current immunizations. Immunization records must be kept current with the preschool office at all times. A copy of the New

Mexico Childcare/Pre-School/School Entry Immunization Requirements can be obtained from the NM Department of Health.

Parents of children who are on a delayed immunization schedule must provide the preschool with a current copy of their child's immunizations along with a letter from the child's pediatrician stating the reason for the delay and the dates the required missing immunizations will be administered.

Parents of children who oppose immunizations **must** obtain a state approved Certificate of Exemption. The Certificate of Exemption **must** be on file at the preschool **NO LATER** than the first day of school. There are no exceptions. The Certificate of Exemption can be obtained from the NM Department of Health.

It is the responsibility of the parents to keep the preschool informed of immunizations. If parents do not comply with the required immunization documentation, the child will no longer be able to attend the preschool

#### Sick Child Policy

**We cannot accept a sick child. Please keep your child home if there are or have been within the past 24 hours indications of:**

- **a fever (99.9° or above)**
- **a bad cold**
- **a heavy nasal discharge**
- **a constant cough**
- **diarrhea and/or vomiting**
- **pink eye-child must be on antibiotics a full 24 hours before returning to school**
- **an undiagnosed rash**
- **the symptoms of a communicable disease.**

Please note that we do not have a school nurse. If your child becomes ill at any time during school hours, you will be contacted. Your child will be cared for in the preschool office until you arrive. All children are expected to go outside at playtime if weather permits. If your child is too ill to go outside, s/he should not be at school.

### Medications Policy

All medications must be brought to the preschool office by the parent and accompanied by a written statement from the appropriate medical professional. Do not send medications to school with your child. All medications are kept in a locked cabinet as required by state law. All medication must be in original containers with child's name, medical professional's name, along with clearly visible written instructions, including the name of the medication, the dosage, and the hours and dates the child should receive the medicine. A Request to Give Medication form must be filled out and signed by the parent. These forms are available from the director.

### Emergencies/Accidents Policy

A completed registration form with medical and emergency information is required. In case of accidental injury, we will try to contact a parent immediately. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or the paramedics. Until the arrival of a parent, the physician, an ambulance or paramedics, the Director, Teacher, or Assistant will be in charge and make decisions about the care of your child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The school will maintain a parent's signed consent agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on the telephone numbers and other pertinent information. Please notify the school IMMEDIATELY if changes occur.

### Pet Policy

All pets visiting the preschool require prior approval from your child's teacher, as New Mexico State licensing regulations. Please let your child's teacher know in advance if your child has a pet he/she would like to share with the class.

### Abuse/Neglect Policy

As a licensed preschool in New Mexico, we are mandated by law to report any suspected neglect, physical, sexual or emotional abuse to the Human Services Department.



## **Emergency Preparedness Plan**

COH Preschool has an emergency plan in place in compliance with New Mexico State licensing regulations. You may receive or review a copy of our emergency plan. In the case of an emergency, teachers will implement the Cross of Hope Emergency Plan.

### **Evacuation Sites:**

1<sup>st</sup> Evacuation Site – Taylor Ranch Community Center  
4900 Kachina NW  
768-6006  
Contact: Claudia Rivera

2<sup>nd</sup> Evacuation Site – Mesa View United Methodist Church  
4701 Montano NW  
898-3506  
Contact: JJ

3<sup>rd</sup> Evacuation Site – First Baptist Church of West Albuquerque  
6400 Golf Course Rd NW  
899-0665  
Contact Cindy Harrison

Cross of Hope Preschool uses the REMIND system to notify parents of emergency situations, either evacuations or lockdowns and where and when to pick up your child. All parents must sign up in the preschool office for the REMIND system prior to the first day of school.

In the event of an emergency that prevents us from providing preschool it is deemed an Act of God and the following steps are taken:

- The preschool will be closed
- The necessary steps will be taken to rectify the situation depending on the nature of the emergency
- Parents will be notified of the situation and advised that school will resume when the situation is rectified
- School will resume once the emergency situation has been rectified and it is deemed safe for students and staff to return

## **Allergy, Health, Special Need or Medical Condition**

Cross of Hope of Hope Preschool will not discriminate against children with allergies, health, special needs or medical conditions. If your child experiences any of these conditions you will need to inform us. To assess whether we are able to adequately care for your child in our environment, we may request a meeting with both parents prior to

enrollment. If your child is admitted to Cross of Hope Preschool, the board and director will ensure that all state mandated forms and protocols are on file in the preschool office. So that the special needs of your child are fully understood, the director, classroom teacher and educational assistant may request a meeting with both parents (or guardians) prior to or soon after admittance to determine the safest and most appropriate course of action while your child is under our supervision. Parents (or guardians) may be asked to provide documentation from the appropriate medical professionals.

### **Toilet Trained Policy**

All children who attend Cross of Hope Preschool must be fully toilet trained. Our policy is as follows:

- Children wear regular children's underwear (no pull ups allowed).
- Children are able to control their bodily functions for extended periods of time.
- Children are able to verbally tell the teacher when they need to go to the bathroom.
- Children will take initiative to go to the bathroom on their own during times of free play.
- Children are able to care for their clothing as much as possible. (pulling down and up pants/panties, etc.)
- Children are able to wipe themselves and flush the toilet under normal circumstances.

Cross of Hope Preschool will make reasonable accommodations for children with special needs, however, under normal circumstances there are no exceptions to this policy. If it becomes evident that a child is not fully potty trained, he/she will need to be dis-enrolled.

### **Custody/Visitation/Legal Status**

It is the policy of our center that the parent / guardian who enrolls a child in our program must provide documentation concerning any legal status issues: guardianship, visitation, restraining order, powers of attorney, court orders, CPS orders etc. This center will enforce any legal document but will not prohibit a parent access to a child without proper authority. The enrollment form must accurately represent the correct names and status of the parent / guardian. During the course of enrollment at our center, it is the obligation of the parent to notify the center of any change in legal status of the child / parent relationship and provide legal documentation which verifies the change in status.

## **First Day of School**

Frequently, both parent and child are a bit nervous about the first day of school. To help both of you feel more comfortable, there will be a scheduled OPEN HOUSE prior to the beginning of school so your child can become familiar with the environment. A PARENT INFORMATION NIGHT is also held prior to the first day of school.

Plan to spend some time with your child on the first day of school (or during the initial weeks), if he/she seems to need it. Helping to find a familiar face, encouraging him/her to play, or bringing a favorite toy from home may help your child relax and feel comfortable. When you are ready to leave, say, "Good-bye," (do not sneak away) and leave. Drawn-out or repeated "good-byes" can make your child think that you have doubts about leaving him/her in school. The teachers are experienced in handling any crying in a gentle and reassuring manner. Feel free to call later in the class time to check on how your child is adjusting.

## **Your Child's Day at School**

**For your child's safety and security, you will be required to sign your child in and out and establish eye contact with a preschool staff member both before and after school.**

The following is a general flexible outline of the daily program:

- Group time, to say, "Hello," and discuss the day's activities
- Self-selection/small group activities
- Clean-up
- Snack
- Storytime
- Music/motor
- Outdoor play
- Chapel

## **What to Wear to School**

Please have your child wear clothes that will be appropriate for active work and play. Think of your child's comfort, and provide simple clothing free of complicated fastening. Think of the messy art materials and other messy activities, and provide clothing that is washable. Please have your child wear shoes that are sturdy and appropriate for

running and climbing. Open-toed sandals, flip flops and dress shoes make it difficult for your child to play safely on the playground so we ask that your child wear sneakers or other comfortable closed toed shoes to school.

For those children in a Three Year Old class we ask that you send an extra change of clothes which can be kept in his/her cubby. This is particularly important if your child has just attained toilet training. Most children feel better if they have their own dry clothing to change into when “accidents” occur. Extra clothes are also kept on hand in the preschool.

### **Toys from Home**

Except for toys that are needed during the opening days of school to help ease your child’s transition from home to school, we ask that you leave your child’s toys at home or in the car. If an item is brought to school, we cannot be responsible for it. It must have the child’s name on it and be kept in the child’s cubby. PLEASE, no guns, war toys, or other toys of destruction at anytime.

### **Special Person Day**

Each child is given several opportunities throughout the school year to be the “Special Person” of the day in the classroom. The Special Person of the day brings one item/toy from home in the Guess What Bag, sits up front with the teacher, helps with the calendar and is the line leader. We highly encourage parents to volunteer on your child’s Special Person Day. If it is not possible for a parent to volunteer, please try to make arrangements for someone else to come in, such as a grandma, grandpa, aunt or uncle. Please read the Sibling Policy for our policy regarding siblings in the classroom.

**It is the Preschool Policy that parents are responsible for rescheduling Special Person days if there is a conflict with the date your child is scheduled.** Please let your child’s teacher know ahead of time if you are planning to be gone to avoid the need to reschedule.

If it is your child’s Special Person day on a day that school is cancelled, your child will be scheduled to be Special Person the following month.

## **In-House Presentations**

Due to liability issues, safety issues and time constraints, we do not do field trips outside the preschool. In lieu of field trips we will provide the children with in-house presentations to supplement the curriculum. We have found that with younger children a smaller, more intimate setting provides richer interactive learning experiences. We also welcome visitors to provide learning opportunities for our students (ie. Community helpers and cultural experiences).

## **Snacks, Lunch and Nutrition**

Children enrolled in the TTh Threes morning and afternoon classes are provided with a snack. Parents are assigned snack days according to alphabetical order and a snack assignment sheet will be provided in advance. Children enrolled in the MWF or TTh Lunchbox classes bring in their own packed lunch; a snack will not be served during these class times. Children enrolled in the MWF Enriched Pre-K class bring in their own packed lunch and are provided an afternoon snack. Parents are assigned snack days according to alphabetical order and a snack assignment sheet is provided in advance.

Teachers cannot stress too strongly the need for healthy and nutritious food at snack time and lunch time. In compliance with the New Mexico State Regulations the following policy for healthy snacks will be followed:

1. Only 100% fruit or vegetable juice is allowed. Fruit drinks containing less than 100% juice or artificially flavored drinks are prohibited.
2. Whole, reduced fat, low fat or skim pasteurized milk may be served.
3. Fresh fruits or frozen fruits are preferred over canned.

Foods should contain as few unnatural preservatives and as little sugar or honey as possible. A variety of foods are also encouraged, for school can be a good place to introduce different kinds of food and nutrition. There will be opportunities for your child to “cook” nutritious foods as part of our curriculum. A snack guideline will be given out at Parent Night. We encourage parents to follow this policy for those children enrolled in the Lunchbox and Enriched Pre-K classes. Parents of children who have special dietary needs may provide written permission to exempt their child from the requirements if necessary due to such special dietary needs.

Our snack and lunch policy is that **no peanuts, nuts or peanut products (peanut oil)** will be allowed for snack or for lunch. We maintain this policy due to the increasing number of children who have a **life-threatening** allergy to peanuts and nuts.

### **Birthdays and Holidays**

We celebrate each child's birthday. When we make up the Special Person assignment sheet, we try to make sure that you will be assigned on or near your child's birthday. If there is an oversight, please let us know. In view of our policy to service only nutritious foods, and the alarming statistics on childhood obesity, please do not bring edible treats for your child's birthday or holidays. If you would like, you may bring a small party favor to be placed by the parent in each child's cubby. The only exception for this policy will be the celebration of Valentine's Day.

If you are planning a party after school at your home or elsewhere, we would appreciate your mailing these invitations rather than handing them out at school, so that no child feels left out.

### **Graduation Ceremony**

At the end of the year we hold a graduation ceremony for the four year olds who are going off to kindergarten. Only those children going off to kindergarten participate in the graduation ceremony. All the children will be able to participate in classroom end of the year celebrations.

### **Parent Volunteers**

Cross of Hope Preschool has an Open Door Policy. You are welcome to visit your child's classroom at any time. When parents and teachers can combine their knowledge and efforts, the school becomes especially good for the children, who are first priority. Parents are encouraged to play an active role in the preschool. There will be opportunities to work as a volunteer in the classroom. Parents make many valuable contributions. Parents can help by organizing the in-class volunteers or special parties, by helping with the weekly newsletter, by making or repairing classroom equipment, by planning and/or driving for field trips, and by offering their own unique talents and skills to the school. We highly encourage parents to volunteer on your child's Special Person Day. If it is not possible for a parent to volunteer, please try to make arrangements for someone else to

come in, such as a grandma, grandpa, aunt or uncle. Please read the Sibling Policy for our policy regarding siblings in the classroom.

When you visit your child's classroom, please come into the preschool office to sign in and receive your visitor badge. We ask that you turn off your cell phones while volunteering in the classroom. If this is not possible, please put your phone on vibrate and answer your call outside of the classroom. Talking or texting on cell phones in the classroom is distracting to students and teachers.

A parent involvement questionnaire will be distributed at the beginning of each school year so parents can indicate their areas of interest.

### **Sibling Policy**

We love having parent volunteers in our classrooms and we know that sometimes parents have needed to bring in their younger children when helping out. However we are finding that younger siblings tend to disrupt the class time. It is our concern that we make every effort to do what is best for the children who are enrolled in the preschool. Our preschool environment is set up for children ages three and over and is not appropriate for children under the age of three. Due to state licensing regulations, we also have to limit the number of children we have in the preschool at any given time. **We ask you to not bring in siblings under the age of three if you are helping out in the classroom. Siblings, three and older can come into the classroom with a parent only after receiving prior approval from the teacher and director.** Some parents of younger children exchange baby-sitting time with other preschool parents who have younger children so that they are still able to come into the classroom. This seems to work out well for everyone.

### **Parent Conferences**

Progress reports are sent home in the fall. One parent conference is held during the school year. This conference is scheduled during the spring in accordance with the A.P.S. calendar. A sign-up sheet will be available at the preschool two weeks prior to the conference week.

Individual conferences may be scheduled at any time, if so desired by the staff or parent.

### **Class Lists**

To protect the privacy of families, class lists will not be distributed in the cubbies. We know that parents like to be able to call each other to arrange play dates, car pool and extend birthday party invitations therefore you may obtain a list of names and phone numbers of your child's class from the preschool office. Class lists may only be used for COH Preschool sponsored activities and may not be used to solicit sales of any kind or for political purposes. You will be required to sign the Class List Policy Agreement form before receiving a class list. Parents must give permission for their names and phone numbers to be released to the other parents in their child's class.

### **Cubby Policy**

Teachers distribute newsletters, activity and snack calendars in the classroom cubbies. Information distributed in the children's cubbies is at the sole discretion of the preschool director. Please see the preschool director before placing anything in other students' cubbies.

### **Notice of Non-Discrimination**

Cross of Hope Lutheran Preschool admits students of any race, color, and national or ethnic origin.

### **Confidentiality**

Cross of Hope Lutheran Preschool will keep all children's records confidential and will not share them with any outside person or agency without parental consent. We expect families to abide by these guidelines and not share personal information about other families or teachers within the preschool program.



## **TTh Three Year Olds Ladybugs Class Schedules**

### **MORNING CLASS**



8:30-8:45	Welcome children, Check In, Free Play
8:45-8:50	Tidy Up
8:50-9:10	Carpet Time 1
9:10-9:15	Get ready to go outside
9:15-9:30	Outside Play (apply sunscreen before school, put child in closed toe shoes)
9:30-9:35	Water and bathroom break
9:35-9:45	Carpet Time 2
9:45-10:25	Small Group Activities (see Activity Calendar) and Self Selection Play
10:25-10:30	Tidy Up
10:30-10:45	Story Time, Singing and Movement
10:45-10:55	Bathroom break and wash hands for snack
10:55-11:15	Snack Time
11:15-11:30	Tidy up, get ready to go home, outside play and pick up

### **AFTERNOON CLASS**

12:30-12:45	Welcome children, Check In, Free Play
12:45-12:50	Tidy Up
12:50 -1:10	Carpet Time 1
1:0-1:15	Get ready to go outside
1:15-1:30	Outside Play (apply sunscreen before school, put child in closed toe shoes)
1:30-1:35	Water and bathroom break
1:35-1:45	Carpet Time 2
1:45-2:25	Small Group Activities (see Activity Calendar) and Self Selection Play
2:25-2:30	Tidy Up
2:30-2:45	Story Time, Singing and Movement
2:45-2:55	Bathroom break and wash hands for snack
2:55-3:15	Snack time
3:15-3:30	Tidy up, get ready to go home, outside play and pick up

The children will have Chapel on Thursdays, where they will meet regularly with the Pastor. Once a month the children will have Music with Miss Janna and Spanish with Miss Marie. Our schedule will be somewhat different on these days.

## **TTh Four Year Olds Lunchbox Butterflies Class Schedule**



8:30-8:35	Welcome
8:35-8:55	Circle Time
8:55-9:15	Outside Time
9:15-9:30	Circle Time 2
9:30-10:30	Small group/Self Selection
10:30-11:00	Clean up/ Story Time
11:00-11:30	Spanish/Chapel
11:30-12:00	Lunch
12:00-12:30	Structured Activity/ P.E.

The children music once a month with Miss Janna. Our schedules on those days will be slightly different.

## MWF Four Year Olds Lunchbox Sunflowers Class Schedule



9:00-9:15	Check in, Free Play
9:15-9:40	Circle Time
9:30-9:55	Outside Time
10:00-10:30	Spanish/Chapel
10:30-10:45	Circle Time 2
10:45-11:40	Small Group/Self-Selection
11:40-11:45	Clean up
11:45-11:55	Devotion
11:55-12:25	Lunch
12:25- 12:40	Outside Time
12:40- 12:50	Special Activity
12:50-1:00	Closing Circle

The children will have Music once a month with Miss Janna. Our schedules will be slightly different on those days.

## MWF Four Year Olds Enriched PRE-K Busy Bees Class Schedule



9:00-9:15	Arrival
9:15-9:30	Opening Circle
9:30-9:55	Outside
10:00-10:30	Chapel/ Spanish
10:30-10:50	Storytime/ Circle 2
10:50-11:40	Small Groups/Self Selection
11:40-12:10	Lunch
12:10-12:30	Outside Time
12:15-12:30	Play Outside
12:30-12:45	Stretches/quiet music
12:45-1:40	Rest Time
1:40-2:00	Outside Time/Large Motor Activity
2:00-2:30	Enrichment Activity
2:30-2:50	Story Time and Snack
2:50-3:00	Closing Circle/Children Picked up

The children will have Sign Language Twice a month and Music once a month with Miss Janna. Our schedules on those days will be slightly different.

### **Enrichment Activities:**

Art  
Spanish  
Music  
Science Activities  
Math Activities  
Cooking Activities

**CROSS OF HOPE PRESCHOOL  
2017-2018 Calendar**

August 15	Parent Night 6:30-8:00pm
August 17	Open House-T/Th classes
August 18	Open House-MWF classes
August 21	First Day-MWF classes
August 22	First Day-T/Th classes
<b>September 4</b>	<b>Labor Day-no school</b>
September 8	Preschool Family Ice Cream Social-6:00-7:30pm
October 2-3	Fall Pictures
<b>October 12-3</b>	<b>Fall Break</b>
<b>October 16</b>	<b>Teacher In-Service-No School</b>
November 14	Ladybug Dessert Gatherings
November 17	Sunflower and Busy Bee Dessert Gatherings
November 21	Butterfly Dessert Gathering
<b>November 22-24</b>	<b>Thanksgiving Break</b>
December 8	Christmas Play Dress Rehearsal (all classes in session)
December 9	Christmas Play (10:00am & 1:00pm)
<b>December 18-January 2</b>	<b>Christmas Break</b>
<b>January 3</b>	<b>Teacher Work Day-no preschool</b>
January 4-5	First days back for children
<b>January 15</b>	<b>Martin Luther King Day-no preschool</b>
<b>February 19</b>	<b>President's Day-no preschool</b>
<b>February 20</b>	<b>Teacher In-Service-no preschool</b>
<b>March 8-9</b>	<b>Parent Teacher Conferences-no preschool</b>
<b>March 26-30</b>	<b>Spring Break-no preschool</b>
April 9-10	Spring Pictures
May 8-11	Mother's Day Teas
May 22	Butterflies Graduation, Ladybug Picnics (last day)
May 23	Sunflowers and Busy Bees Graduations (last day)

**NOTES:**