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Immanuel Lutheran School  
Pre-School Handbook for Parents  
2017-2018

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IMMANUEL LUTHERAN SCHOOL  
154 Meadow Street, Bristol, Connecticut 06010  
Approved by the Board of Christian Education

## **WELCOME TO IMMANUEL LUTHERAN PRE-SCHOOL**

Welcome to Immanuel Lutheran School. We are glad you are here! The following information is written especially for students and their families. Please read it carefully. Your teachers, principal, and pastor will support you as you grow academically and in your love of Jesus Christ.

### **OUR CHURCH'S MISSION**

The people of Immanuel Lutheran Church are living proof of the grace of God through salvation in Jesus Christ. Our mission is to reach out in love to those who have not yet responded to the gospel that all may be united in Christ.

### **OUR SCHOOL'S MISSION**

The mission of Immanuel Lutheran School is to provide a loving environment of academic excellence for children, while developing in them and their families a lasting relationship with Jesus Christ.

1. As a ministry of Immanuel Lutheran Church, we will seek to bring the unchurched into the body of believers here at Immanuel, and to further develop the relationship of our children with our Savior.
2. A Christian attitude is taught in all school relationships. The attributes of love, joy, peace, patience, kindness, gentleness, faithfulness and self-control are encouraged.
3. Our students are taught to develop a positive self-image through Christ's love. Creativity and self-expression are encouraged.
4. Academic excellence is a high priority at ILS. Most children work above grade level in all subject areas. Our graduates are well equipped for success in high school and beyond.

### **WHAT WE BELIEVE**

Missouri Synod Lutheran faith is based on the following:

1. The Bible is the true Word of God.
2. God made all things in this earth and still takes care of them.
3. Man sinned and therefore was in need of a Savior.
4. We believe that Jesus is the Son of God. He came to this earth for our redemption us through His death and resurrection.
5. That we cannot come to God on our own. It is through the work of the Holy Spirit that we are called to saving faith.
6. We believe in one baptism for the remission of sins. God works through baptism to bring us faith in Jesus Christ.

## **PRE-SCHOOL STAFF**

Our staff enjoys getting to know your child. We spend time listening and talking with them every day. This positive interaction encourages development of language and emotional and social skills. They learn through play and interactions, which encourages these skills. Academics are taught in a way that makes learning fun.

Melissa Baskin (3)  
Judy Bridges (3)  
Karen Machado (4)  
Tammy Thormahlen (3)  
Holly Tonn, Director (4)

## **PRE-SCHOOL PROGRAM HOURS**

Half-day students 8:00 AM – 11:00 AM

Full-day students 8:00 AM – 2:15 PM

## **PRE-SCHOOL ARRIVAL & PICK-UP PROCEDURES**

There are two parking lots available for parents. The back parking lot is at the corner of Kelley Street and Meadow Street. This lot has ample parking and is behind the gymnasium. For the safety of our students, staff, and other parents, traffic flow must go in one direction. Please **enter** this lot from Kelley Street and **exit** onto Meadow Street. Our smaller front parking lot faces the Boys and Girls Club on West Street. This lot has fewer spots available and can be tricky due to the tight space. However, it is closer to the office. Parents are welcome to use this parking lot as well.

## **MORNING ARRIVAL (10-Minute Window: 7:50 AM - 8:00 AM)**

Pre-school children should be walked to the classroom door and dropped off between 7:50 and 8:00AM. Parents use the back parking lot behind the gym (Meadow and Kelley) and enter through the rear entrance doors under the overhang. For the safety of our students, both the exterior doors and the interior fire doors will be closed and locked at 8:00 AM. Parents who are running late and dropping off after 8:00AM must use the main (front) entrance of the school.

## **DISMISSAL (10-Minute Windows: 11:00 AM - 11:10 AM & 2:15 PM - 2:25 PM)**

Pre-Kindergarten children are to be picked up by a parent at the classroom each day. For parent convenience, Pre-K children who have older siblings in the K-8 program can have their older siblings picked up at the Pre-K classroom doors as well. Parents may park in the back lot behind the gym (Meadow and Kelley) or in the front parking lot (West Street) for pick up. Parking is not allowed on the play area blacktop on weekdays between 7:30AM and 6:00 PM. We use this area for recess and crossing between buildings. If you have questions about drop off and pick up procedures, please contact the principal.

## **EXTENDED CARE**

Parents are welcome to use our Extended Care before or after school. It is housed in the Old School and is available before school as early 6:30 AM and after school until 6:00 PM. Once registered for the program, parents may use this service whenever needed. There is a \$20.00 registration fee per family. The cost is \$5.00 per hour. Families are billed monthly. Children staying for afternoon Extended Care

are encouraged to bring a healthy afterschool snack. Miss Kinney is our Extended Care Director. She is happy to speak to you about the program.

## **CURRICULUM**

Immanuel Lutheran Pre-School uses Creative Curriculum in addition to supplemental materials to meet the students' needs. They also use Creative Curriculum's Gold Assessment to monitor skills progression in children. This allows the Pre-School staff to maintain ongoing information regarding each child's academic and social progress. Each Pre-School classroom offers a variety of learning centers, which are based on Connecticut Standards for Early Learning. Your child will be able to explore these areas during planned curriculum activities and through self-guided free play exploration at given times throughout the school day. These centers provide structured educational experiences for children while engaged in individual play, partnering in teamwork building activities, and/or participation in small groups.

## **CLASSROOM SCHEDULE**

As we all know, when working with preschoolers we must be flexible and patient. The daily schedules for each classroom are set up to maintain structure and routine for your child. Classroom schedules will follow a similar order each day so they become predictable and comfortable for all students. Pre-K schedules may vary slightly on days that "Specials" occur.

## **REST TIME**

Each full-day student is provided with a quiet time each afternoon. While they are not expected to nap, they will be expected to participate in a quiet activity. This could include doing puzzles at the table or looking at picture books. Parents who want their children to nap should speak with their child's teacher so that arrangements can be made.

## **SNACK**

We have snack time each day. Parents are responsible for providing a healthy mid-morning snack for their children. Please send a lunch box/bag with one or two healthy food items, a drink and a napkin. A refillable water bottle is strongly encouraged. Please be sure to include any necessary utensils your child may need (i.e. fork, spoon, napkin or straw). Children have about 20 minutes for snack, and when given too much food, it can be overwhelming. They only need enough energy to make it to lunch. Please label lunch boxes and reusable water bottles. Glass containers are not allowed at school. Please do not send candy or gum.

## **LUNCH**

Pre-Kindergarten students eat lunch in the classroom. Parents are responsible for packing a lunch and drink for their child, or they may pre-order a hot lunch through the school. Monthly hot lunch menus are available on the school's web page and go home in the Home/School folder. Choice sheets and payment are due to the office by Friday before the upcoming week. If sending in a lunch from home, please send all necessary items that your child will need to eat his/her lunch in the lunch bag. Prepare your child's lunch the way they like it and ready to eat. For example, fruit and veggies are cut and peeled, food is cut up etc. Please be sure your child's lunch bag and containers are labeled with your child's full name. A thermos is best if sending hot items or items that need refrigeration.

## **NO SCHOOL DAYS**

Please be aware that Pre-Kindergarten now follows the regular school calendar. There will be no school on major holidays, professional development days, etc. Snowdays will be made up at the end of the school year as well. Please see the attached school calendar.

## **EARLY RELEASE DAYS (12:30 PM)**

On early release days, full-day students will be dismissed at 12:30 PM. These early release days are scheduled in advance unless they are called due to extreme heat or bad winter weather/road conditions. Please have a plan for your child for early dismissal days.

## **INCLEMENT WEATHER**

Immanuel Lutheran School follows Bristol Public Schools decision with regard to closing school, delayed starts, or early closures due to inclement weather. The public schools have access to town road crew reports on the road conditions. WTNH has an updated list of closures or delays on their website as do most of the other major TV channels and radio stations. You can also sign up for alerts to be notified directly.

If Bristol Public Schools announces, “NO SCHOOL” due to bad weather, Immanuel will also have no school. If Bristol Public Schools announces, “TWO HOUR DELAY” due to bad weather, Immanuel will also have a two-hour delay and school will start at 10:00 AM. If Bristol Public School announces, “EARLY DISMISSAL” due to bad weather, Immanuel will dismiss at 12:30 PM. In the event of a cancellation, delay, or early closing that is specific to Immanuel Lutheran School, you will receive a message via phone, text or email.

## **CONTACT INFORMATION**

It is important that your contact information is always current and indicate which method is the best way to reach you. Please also make sure you have filled out an authorized pick-up form for your child. This allows us to determine who is allowed to pick up your child in the event we cannot get in touch with you in an emergency situation. Please be sure to contact the school office if there are any changes in home or cell phone numbers, addresses and email addresses in your household. We must always know how to reach you.

## **ILLNESS**

Colds, flu and other contagious diseases occur frequently and spread easily among people in school settings. To help protect your own child's health and to minimize the possibility of spreading illness at school, please keep your child at home if you observe any of the following symptoms: fever, nasal discharge that is green or yellow, complaints of ear or throat pain, productive cough, eyes that are pink, burning, itching, or producing discharge, diarrhea or vomiting. If these or other symptoms of potentially contagious conditions are observed in your child during the day, you will be called to come and pick up your child. When your child has a fever, please keep him/her at home until his/her temperature returns to normal without medication for a full 24 hours. Children should also be free of diarrhea and vomiting for at least 24 hours before returning to school. If there are any lingering signs of illness, i.e. glassy/watery eyes, listless, and/or drowsiness, etc., please keep your child home for an additional day. This will help to ensure that the illness has fully passed and that your child will be well enough to resume in all school activities.

Please contact the school office if your child will be out of school or arriving late. Good attendance is crucial to learning. It is important that your children attend school and be on time for school when they are in good health.

### **FOOD ALLERGIES**

We provide a safe environment for all of our students. We do have children at Immanuel Lutheran School with life-threatening food allergies. Therefore, lunches and snacks are monitored carefully, children are not allowed to share food, and all hands and eating areas are washed before and after snacks and lunch. The school cafeteria has peanut/tree nut free tables. Parents must keep the school informed of any allergies so that we can keep the children safe.

### **DISCIPLINE POLICY**

It is necessary that children learn to develop self-discipline skills in order to further their learning. We ask that you discuss with your child the importance of, and need for, good behavior and a good attitude while at school. Good communication between home and school is crucial for a successful year. We recognize that preschool children are young and are learning social skills. Unkind, unsafe, or questionable acts will be handled first by the child's teachers in the classroom. Parents will be notified and made aware of any behavior concerns regarding their child. If a child is having ongoing difficulty with behavior, the teachers, parents and principal will work together to create a plan for the student. If an effective plan cannot be found, the principal will meet with the parents to determine next steps, which could include expulsion.

### **COMMUNICATION WITH TEACHER AND SCHOOL**

Any notes or order forms should be sent to school in your child's backpack. Please label envelopes with your child's name and where it should be sent - to the teacher, to the office, etc. If there is an emergency situation, please contact the main office (860) 583-5631 and your child's teacher will be notified accordingly. It is very important that you check your child's backpack daily for notices. There will be information about upcoming events, classroom happenings, family homework, volunteer opportunities, and current learning topics. Please do not hesitate to ask questions if you have them.

For the safety of our students, any and all changes to dismissal plans should be sent in writing to the school office. Please be sure to contact the school office if there are any changes in home or cell phone numbers, addresses and email addresses in your household.

### **PARENT-TEACHER CONFERENCES**

Conferences with your child's teacher are held twice a year. Conferences are a time for you to discuss your child's progress with his/her teacher. It is also a time for you to discuss concerns and goals for your child. If you would like to meet with your child's teacher at another time, simply contact her to set up a time.

### **PERMISSION TO PHOTOGRAPH/VIDEO RECORD**

With the use of technology comes many digital photos and even videos of the fun things we do throughout the day! Please be sure that you sign the Photo Release to express your wishes on this matter. Your child to have his or her picture allowed on our website and other school/press publications. You will find this form later in this handbook.

## **PARENTS IN THE CLASSROOM**

Parents and family play an important role in the education of children. Throughout the school year parents and family members may volunteer their time in the classroom. Volunteer opportunities may include, but are not limited to, library readers, special event helpers, field trip chaperones, etc. If you do not have time to be in the classroom, don't worry! There are "at home" projects that are a great help to classroom teachers such as making play-dough, preparing special projects, or prepping cooking projects. We also love to see what special talents and traditions your family can bring to Immanuel. Please let us know if you would like to share one (or more) with the class! We love having parents involved in their children's learning; however, please make arrangements ahead of time with your child's teacher to volunteer in the classroom.

## **TOYS FROM HOME**

We kindly ask that children do not bring in personal toys and electronics from home to school. This will help to ensure that your child's belongings are kept safe. Each classroom offers a wide variety of items to keep children engaged throughout the day and are specific to our Pre-Kindergarten learning objectives. With the teacher's permission, a special item may be brought to school on special occasions.

## **BUDDIES**

Preschool students are paired up with an older Buddy from grades 4, 5, or 6. Buddies are older role models who work with Pre-Kindergarten students on special activities. Buddies are helpful when more hands are needed to guide Pre-K students through an activity, such as a Mother's Day craft project. This is good for the Pre-K students and good for the Buddies.

## **BIRTHDAYS & HOLIDAY TREATS**

On or near your child's birthday, you may wish to have him/her share a "Special" treat from home with his/her classmates. Students and teachers will sing Happy Birthday to your child and celebrate with a special treat or activity that you provide. Parents should contact the teacher in advance to ensure that the treat or activity is appropriate. Cupcakes are fine, but you also might consider a healthy snack to celebrate the occasion. Healthy snacks can include cheese & crackers, fruit salad, veggies & dip, frozen Go-Gurt yogurt, fruit popsicles, etc. You may also consider donating a book in your child's honor on his or her birthday. A special label will be placed in the book identifying it as a "Birthday Gift to the Class" from your child. Parents are welcome to come join us for lunch or read a favorite picture book with the class to celebrate. Again, please contact your child's teacher to make arrangements. Special days for summer birthdays will be scheduled in May and June.

We also understand part of a birthday is the actual party you plan! Birthdays are a special "happy" events and we don't want to hurt anyone's feelings. So, unless everyone is invited, please send birthday party invitations directly to other families in the mail.

Special treats for holiday parties are welcome as well. Parents will be notified of parties so that they can plan to bring treats for the class if they wish.

## **FIELD TRIPS & ON-SITE VISITORS**

Throughout the school year we will have many visitors coming in to visit your child's class. These visitors will include, but are not limited to the local fire department, local police officers, dentists, the local librarian, and even possibly yourself (as mentioned earlier, we'd love for you to share any traditions

or talents that you possess). There may be a couple of ‘true’ field trips where we will travel off school grounds to experience certain curriculum topics first hand. Parents will be given ample notice of these special field trips.

### **DRESS CODE**

While there is a specific dress code for children in Kindergarten through 8<sup>th</sup> grade, Pre-Kindergarten children simply need to dress to learn and play. Because play activity is such an important part of the curriculum, clothing should be practical, comfortable and weather appropriate. Sandals must have a back strap and be closed toe if worn to school. Velcro sneakers are recommended to help facilitate independence in your child and to insure safety on the playground and on gym days. We also prefer that children do not wear jewelry (stud earrings are permissible) as it is not only a safety hazard on the playground, but also a distraction in the classroom. Students are strongly encouraged to be independent. Pants with elastic waists that are easy for preschoolers to pull up and down are best. Every child must have two complete changes of clothing in school at all times, including socks, underwear and one pair of shoes. If your child needed to change clothing during the day, please take home the soiled items and replace them the next school day. All clothing items must be labeled with the child's name. They grow! Be sure the extra's still fit.

### **BATHROOMS & “ACCIDENTS”**

Accidents happen. However, all students in the preschool program MUST be fully potty-trained before the start of the school year; pull-ups are not allowed. Pre-K students will use the bathrooms located on the first floor of the school. The girls’ room is down the hall from the classroom and the boys’ room is located across the hall. If a child has an accident while at school, he or she will be taken to the nurse’s clinic to be cleaned up and changed. If needed, our school health aide will contact you.

### **WORSHIP**

Christian values are the core of our program. Prayer is a common component of the routine. On Wednesday mornings, Pre-Chapel takes place in the sanctuary with Pastor Karner. This Chapel service is created specifically for our youngest students. If your family is searching for a church home, Immanuel Lutheran Church invites you to worship with us on Sunday mornings. Services are at 8:00 and 10:45 on Sundays, with Adult Bible Classes and Sunday School at 9:30.





IMMANUEL LUTHERAN PRE-SCHOOL  
HANDBOOK ACKNOWLEDGEMENT

I have received, read, and understand the contents of the Immanuel Lutheran School Handbook. I realize I have responsibility to try my best every day to follow the rules, guidelines and expectations set for me by my teachers and the school.

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



IMMANUEL LUTHERAN PRE-SCHOOL  
WALKING FIELDTRIP AUTHORIZATION FORM

Your child, as a student of Immanuel Lutheran School, is eligible to participate in school or church sponsored activities. Many of these activities require leaving the school grounds. While parents will be notified of each event, many of our activities may be within walking distance. This Walking Fieldtrip permission form will allow your child to participate in events that take place within walking distance of the school, such as a walk around the block, a trip to the police station, post office, town hall, or the park, without a separate permission slip for each event.

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Yes, I grant permission for my child(ren)'s to participate in school events within walking distance from the school during the school day.

\_\_\_\_\_ No, I do not grant permission for my child(ren)'s to participate in school events that are not on school grounds.

Parent name (printed) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this completed form to your child's teacher or to the school office.



IMMANUEL LUTHERAN PRE-SCHOOL  
PHOTO RELEASE AUTHORIZATION FORM

Throughout the year photos and videos will be taken of students, student activities, special events, etc. The school reserves the right to use these photos and videos for news releases, posting on the school's website, the year book, school-related presentations, hallway décor, and other marketing purposes.

The school may allow members of the media to take pictures of students at events and other school activities for publication and school advertising. There may also be times that photographers will take photos or videos and make them available to students and parents.

By allowing photographs and videos of our students to be viewed by the public, we promote the school. Please indicate below whether you grant or decline your permission for your child's photos to be used as described above.

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Yes, I grant permission for Immanuel Lutheran School to use my child(ren)'s photos for the publications listed above.

\_\_\_\_\_ No, please do not use my child(ren)'s photos.

Parent name (printed) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Please return one form per family in your child's backpack to the teacher or to the school office.



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