



## **EBENEZER LUTHERAN CHURCH PRESCHOOL**

2111 117<sup>TH</sup> Avenue NE  
Lake Stevens, Washington 98258  
425-397-6374

*“EBENEZER LUTHERAN CHURCH PRESCHOOL ADMITS STUDENTS  
OF ANY RACE, COLOR, AND NATIONAL OR ETHNIC ORIGIN”*

# **PARENT HANDBOOK**

## **TEACHING STAFF**

Anya Almgren      Tammy Cochrun  
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## **DIRECTOR**

Lisa Curtis  
**preschool # 425-397-6374**  
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## *A STATEMENT OF PURPOSE*

*Ebenezer Lutheran Church views children and families as a precious resource, given by God, and acknowledges its responsibility to assist parents in providing for their children's nurture and care. The purpose of the Preschool is to provide Christian nurture in a safe, secure, and caring early childhood setting for children of the congregation and community in which two-, three-, four- and five-year-olds are helped to grow, learn, and develop as God's children, physically, socially, emotionally, cognitively, and spiritually.*

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## A NOTE ABOUT THE TEACHING STAFF

Our Director and teaching staff here at Ebenezer Preschool views children and families as a precious resource, given by God, and acknowledges its responsibility to assist parents in providing for their children's nurture and care.

The purpose of the preschool is to provide Christian nurture in a safe, secure, and caring early childhood setting for children in which they are helped to grow, learn, and develop as God's children, physically, socially, emotionally, cognitively, and spiritually.



**REGISTRATION REQUIREMENTS**

For the two-year-old class, children must be two years old before August 31 of the current year. For the three-year-old class, children must be three years old before August 31 of the current year. For the four/five-year old pre-kindergarten class, children must be four years old before August 31 of the current year. This is in accord with the date set by the State of Washington for the public schools. All children must be toilet-trained for the three-year-old and four/five-year-old classes.

**IMMUNIZATION FORMS**

Completed immunization forms must be received in order for your child to begin school. A copy from your doctor’s office is accepted.

**CLASS SCHEDULE**

	<u>Days</u>	<u>Morning</u>
4/5-year-old Pre-kindergarten	M, T, W	9:45 – 12:30
3-year-old_New Beginnings class	Th, F	9:45 – 12:15
2-year-old Tots 1-Day class	Weds.	9:55 – 11:55
2-year-old Tots 2-Day class	Mon. & Tues.	9:55 – 11:55

**PRESCHOOL CALENDAR**

An orientation with each child and parent will be held the week of Labor Day. Preschool classes will begin the following week. School will end after 37 weeks, this is usually the week before Memorial Day.

The preschool observes the following holidays and vacations: Labor Day, Veteran’s Day, Thanksgiving and the following day, Christmas Vacation (2 weeks), Martin Luther King Junior Day, President’s Day and Spring Vacation (per Lake Stevens School District).

There will also be two workshop days for the preschool teachers where there will be no preschool classes scheduled. For the Pre-K classes there will be a day that parent conferences will be scheduled, no school on that day. You will be notified of these dates during the year.

**SNOW DAYS**

Preschool will be open when practical. If Lake Stevens School District is closed; we will also be closed. If Lake Stevens declares a late start, we will be open on time based on come as you can. Information regarding Lake Stevens School District closure can be heard on the radio, television or online beginning at 7:00 A.M. When the Lake Stevens School District closes morning preschool, this does **not** pertain to us! Occasionally, there is a decision to cancel preschool even though Lake Stevens Schools are open. If this occurs, you will receive a telephone call to notify you of the closure. If weather should turn for the worse, we would cancel afternoon classes. We will either have a full day of classes or cancel, there will not be a late opening of classes.

## **OUR PRESCHOOL PROGRAM**

Our preschool offers a program balanced between activities that recognize play as an integral part of a child's learning process and activities encouraging concepts and skills for kindergarten readiness. We strive to help children build a positive attitude about themselves, their school and the world around them.

By providing a variety of equipment and activities children are allowed and encouraged to develop in many areas. Manipulative play develops the small, fine muscles. Active physical play is a means of developing the use of large motor muscles. Social play involves communicating and cooperating with friends and promotes development of language skills, caring for others, learning to share and waiting their turn. Imaginative or creative play is a way for children to express their feelings and thoughts. The pre-kindergarten class includes additional activities with an emphasis on pre-reading skills and math concepts.

Our program also uses theme-oriented discussions, books, finger-plays, songs and projects. These encourage each child's self-esteem while teaching basic concepts and skills to provide a readiness experience in preparation for kindergarten. Our chapel time, bible stories and songs teach children about God, our loving creator and of the love we all have in Jesus. Each child learns that they are a special and unique child of God, cherished and valued in this world.

We value the variety of cultural backgrounds, languages, and family traditions of our preschool families. Throughout the year, the preschoolers will be learning and sharing their own family's cultural heritage as well as exploring their classmates' cultural backgrounds. By doing this classmates' can view their similarities and differences in positive ways and experience a community of diverse learners working together.

## **LUNCH BUDDIES PROGRAM**

The Lunch Buddy program is an hour-long option after class one day a week for the Pre-K students. Students bring their lunch from home and stay to eat it with their teachers and other classmates. This is a great way to extend your child's preschool day while allowing them to gain skills they will need when they move up to the elementary level. It can be overwhelming to eat your lunch within an allotted amount of time, especially with recess calling. Teachers will help each child to learn to sit at the table with other classmates, open lunch containers, build friendships and independence. We believe if these skills are practiced each student will be that much more successful. This will help each child once they are in full day kindergarten. The cost for this will be \$10.00 each time. A sign-up sheet will be available to sign your child up.

## **PARENT PARTICIPATION FOR TWO-YEAR-OLD PROGRAM**

The two-year-old preschool class requires parent participation. A parent of each preschooler will be assigned to help in the classroom approximately once every eight weeks. In the event you are unable to help in the classroom on the assigned day, it is your responsibility to arrange a trade with another parent and notify the teacher of the trade. If you must be absent due to a sudden illness or an emergency situation, please notify the teacher as soon as possible. As the classroom helper, you will be asked to interact with the children and give general help to the teacher as needed. You will also provide snacks for the preschoolers on the same day you are assigned to help in the classroom. The parent helper may bring the preschooler's sibling to class. However, due to classroom size, parents are asked to bring no more than one additional child.

## **BACKGROUND CHECKS**

Our church policy requires that background checks be requested on all adult employees and volunteers that will be working with children in our church programs. Pursuant to the Child and Adult Abuse Information Act (RCW 43.43.840-43.43.845) and the WA State Criminal Records Privacy Act (RCW 10.97), a background check may disclose criminal history conviction record information including convictions of crimes against children and certain civil adjudication.

Families with a child enrolled in our one-day Tots class are required to take turns being a parent-helper in the classroom. In our other classrooms, parents may wish to volunteer on a regular basis. In keeping with our church policy, we must request a background check on these adults. Forms are available in the preschool office and are completed with no cost to the preschool families.

## **EMERGENCY PREPARADNESS**

All preschoolers will participate in fire drills and earthquake drills. The teachers will discuss these drills with the children first to help avoid any feelings of anxiety that may arise.

Our preschool is equipped with emergency supplies for all classes which include first aid kits, emergency blankets, water, juice and snacks. In addition, all teachers have had certified first aid and CPR training. In the event of an emergency, a teacher will remain at the preschool until all children have been picked up. Parents are invited to send a comfort letter and family picture to be stored at school for use in an emergency.

## **DISCIPLINE**

An important part of your child's preschool experience is learning to function in a classroom environment. Cooperation and respect for self and others are important ingredients of a positive educational process. It is our goal to guide your child, to encourage and enhance their growth and development in this area. We believe this can be accomplished by:

1. Setting classroom rules that encourage cooperation and respect for others.
2. Using group management techniques.
3. Providing sufficient materials and a variety of activities.
4. Providing the opportunity for constructive interactions.
5. Using positive language with the child to give praise for appropriate behavior.
6. Speaking with a child if behavior is inappropriate.
7. Redirecting a child to another area, if they are having problems cooperating.
8. Using natural or logical consequences when appropriate.

After exhausting these methods, if a child still has a problem with inappropriate behavior, the child may be asked to "cool-off" away from the other children or conflict situation. After an appropriate "cool-off" period, the child and the teacher will discuss the behavior and with the help of the teacher, think of a better way to handle the situation.

Children with consistent difficulties are taken through the above steps and the parents are consulted. If difficulties continue, even after parental involvement, the child may ultimately be dismissed from our program. This is seriously considered when the health, safety and welfare of this child or another is at risk.

Please be advised that under the law any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, is illegal and is against our philosophy. NONE of these behaviors will ever take place at Ebenezer Lutheran Church Preschool.

## **RECESS**

Each week, classrooms take turns playing in our “Big Toy” play area in the church’s fellowship hall. The “Big Toys” include a climber with slide, teeter-totter, balance beam, hop-a-long balls, tumbling mat and other toys that encourage large motor development. We call this our recess time and the children really enjoy the extra space and freedom to move around.

We also have a fenced, outdoor play area. Classes enjoy outdoor recess whenever the weather permits.

## **CHAPEL**

One day a week each class will go to the church sanctuary to have a “chapel” time with their teachers and sometimes the Pastor will visit them during their chapel time. During this time we share stories and sing songs and learn about God. This has become a very popular time with the children.

## **MUSIC & MOVEMENT**

One day a week each class will go to the fellowship hall or music room where they will learn various action songs, how to play rhythm instruments, and dance and wiggle. This has become a great hit with the kids.

## **SHOW AND TELL**

Children are encouraged to participate in “Show and Tell” as scheduled by their teacher. A limit of one item per child is necessary. The teacher will assign your child their “Show and Tell” turn on the class monthly snack schedule.

Toy guns and other toys that suggest violence will not be shown.

## **TOYS FROM HOME**

Bringing toys from home, other than for “show and tell”, should be discouraged. If a book is brought from home, please plan to leave it in class for several days. If you have tapes or cd’s to share, please discuss them with the Director first.

## **ADVENTURE DAYS**

There will be special adventure days arranged throughout the preschool year. These are days when we meet away from the school at places such as the Pumpkin Patch or a Gymnastic Gym. Parents are required to accompany their child on each adventure day or make their own arrangements for another adult to accompany their child. Parents and preschoolers will meet at the specified location. Maps will be provided as necessary. A sign-up sheet will be posted at drop off & pick up.

## **BIRTHDAYS**

Birthdays will be observed at snack time on or near your child’s birthday. Summer birthdays will also be celebrated as arranged by the teacher. Parents may bring cupcakes or another special treat.

### A Note about birthday invitations!

Please, don’t pass out birthday party invitations at school unless there is an invitation for everyone in class. As you can imagine, children are very hurt when they are not included. Teachers will be happy to give you a class list so that invitations may be mailed.

## **SCHOLASTIC BOOKS**

A service provided by the preschool is the opportunity to purchase Scholastic Firefly Books. Scholastic is a nationally renowned company in which you may order children's books and tapes/CD's at an inexpensive price. Order forms are sent home monthly and returned to school if you choose to order books. Books arrive at the school in about three weeks. The school benefits by earning books and learning materials with every order sent in. Ask your teacher how to order online. This is an option to you.

## **CLOTHING**

Please have your child dress in clothing that will allow him/her to be comfortable, to participate in activities with glue and paint, and that will encourage him/her to be able to tend to his/her own needs. Remember to send a coat for outdoor recess, we will go out as often as the weather permits! Have your child wear appropriate shoes to school. No flip flops, high heels please. This will help them to be able to run & play easily for inside & outside recess.

Please label all outer garments and avoid such clothing as belts, overall buckles and overalls with buttons on the shoulders.

For the two-year-old class, send a backpack or diaper bag to preschool with your child that contains extra clothing, underwear or diapers depending on your child's progress in toilet training.

## **DAILY SCHEDULE EXAMPLES**

### Two-year-olds:

30 minutes	FREE CHOICE (art, play-doh, puzzles, classroom toys)
15 minutes	CIRCLE TIME (Bible story, discussion, books, songs, finger-plays)
15 minutes	PROJECT TIME (teacher-directed art project for the entire class)
15 minutes	SNACK TIME (prayer, snacks)
15 minutes	Show & Tell Time (sharing there favorite things)
30 minutes	RECESS in "Big Toy" area downstairs

### Three-year-olds:

15 minutes	OPENING (hang-up coats, attendance, entry activity)
15 minutes	Thursday-CHAPEL, Friday – RECESS
15 minutes	CIRCLE TIME (flag-salute, calendar, weather chart, theme-related discussions, books, songs, finger-plays, show and tell)
55 minutes	FREE CHOICE (art, play-doh, puzzles, classroom toys) AND CLEAN UP TIME
15 minutes	SNACK TIME (prayer, snacks, then book or puzzle)
20 minutes	PROJECT TIME (teacher-directed art project for the entire class)
15 minutes	CLOSING TIME (coats, pack-up papers and belongings, book, prayer or song)

### Four/five-year-old pre-kindergarten:

10 minutes	OPENING (hang-up coats, attendance, entry activity)
15 minutes	Monday – RECESS, Tuesday – CHAPEL, Wednesday – SHOW AND TELL



25 minutes	CIRCLE TIME (flag-salute, calendar, weather chart, theme-related discussions, books, songs, finger-plays, pre-reading/math games and activities)
55 minutes	FREE CHOICE (art, play-doh, puzzles, classroom toys) AND CLEAN UP TIME
10 minutes	CIRCLE TIME (pre-reading/math games and activities)
15 minutes	SNACK TIME (prayer, snacks, then book or puzzle)
20 minutes	PROJECT TIME (teacher-directed art project for the entire class)
15 minutes	CLOSING TIME (coats, pack-up papers and belongings, story time, prayer or song)

## **SCHOOL TOURS**

Appointments to receive a tour of our school may be scheduled with the Director. The tour will include a walk through the school including brief observations in the classrooms. You may bring the prospective preschooler with you.

## **DAILY ARRIVAL**

Doors will be unlocked each day for the classes at their start time and you will be greeted by the Director or teacher. Your child will enter inside and line up with their class in the hallway and then head to their classroom as soon as everyone arrives. Parents will say goodbye at the door. If your child will be late for school, please call the preschool office to let us know.

## **DAILY DISMISSAL**

Please pick up your child promptly at the close of the session. Charges for late pick-ups will be assessed to frequent abusers (\$10.00 per 15-minute interval). Parents will be responsible for the late charge if the sitter is late. Children will be released only to the parent or an authorized adult. If another adult is picking up your child, please be sure to inform the Director. Prior to pick up please have the adult bring a form of photo ID with them to show the teacher or Director.

**For security measures the preschool doors will be locked during preschool hours. If you need to pick up your preschooler early, please call the preschool office at 425-397-6374 to be let in.**

When class ends, we will dismiss children from the preschool doors as we see each parent/guardian who is there to pick them up.

## **SICKNESS**

Please do not send your child if he or she appears to have symptoms of illness before school. Children with such symptoms will be sent home. Please keep children home if they have had a fever, vomiting, diarrhea or other illness symptoms in the last 24 hours. Notify the teacher if your child will not be in school and especially if absence is due to a contagious illness. If your child does get sick at preschool, you will receive a call from the Director or teacher to them pick up. Be sure to have a good contact number on file during the preschool hours in case this happens. If your child tests positive for COVID-19, let the Director know and we will give you the details on the next steps that need to be taken before they can return to school.

## **ABSENCES OR WITHDRAWALS**

Tuition must be paid on a monthly basis even if your child is absent from school for an extended period of time due to illness or vacation. Please notify the Director if your child will be absent for several days.

If your child must withdraw from the school, two weeks' notice to the Director must be given to allow for any tuition refund that may be due.

## **SNACKS**

Our snack policy is that snacks must be store bought and pre-packaged. This policy has been made for health reasons and your child's protection. Approximately once a month each family will be responsible for sending store bought pre-packaged snacks. Your class calendar will let you know how many students you will be bringing snack for. If your child has an allergy, notify the Director and we will go over an allergy approved snack list to send out to the class.

Snacks should consist of the following:

- \*Drink: ½ gallon of water or individual small water bottles
- \*Snacks: store bought, pre-packaged (please, all the same flavor)
- \*Disposable, WAXED 5 oz. paper cups
- \*Napkins for each child in the class
- \*Spoons if needed

We will prep any snacks that need to be cut or washed here at the preschool. If snack day is missed, the teacher will pull from their backup supply. Please replace the items used from our supply the next time your child attends class.

## **SNACK IDEAS**

Snack time is an experience that teaches sharing, trying new foods, learning table manners, and thanking God for his food. These are simply suggestions and are not meant to limit you in any way, other than the fact that the snack must be store bought and pre-packaged. Please, be sure that there are enough snacks so that all preschoolers have the exact same snack and same flavor.

### **Snacks**

Fresh cut fruit or veggies (we will prep those at preschool)  
String Cheese  
Applesauce, in individual cups  
Crackers  
Pudding or Jell-O cups  
Fruit rolls or Fun fruit  
Granola Bars

Muffins  
Graham Crackers  
Bread Sticks  
Cereal mix  
Cookies or bar cookies  
Popcorn (store packaged)  
Pretzels

### **Birthday Celebration Ideas**

Fresh fruit or veggies (have cut & ready to serve)  
Honey Grahams  
Mini bite cupcakes  
Mini muffins  
Cookies or bar cookies  
Ice Cream Dixie Cups  
Pudding or Jell-O cups  
Popsicles

**TUITION POLICY**

Please read the following policy carefully to be certain that you understand and agree with it. You will be asked on the registration form to sign that you have read it.

1. A non-refundable registration fee of is required upon enrollment
2. Tuition is due on the first day of school of each month. It is to be paid directly to the preschool director, or placed in the drop-box provided for tuition payments. It should not be left in your child’s backpack. If you are paying cash, make sure to have it in a envelope with your childs name & amount. If you need a receipt, let the Director Tuition can also be mailed directly to Ebenezer Lutheran Church Preschool, 2111 117<sup>th</sup> Avenue NE, Lake Stevens, WA 98258.
3. The Preschool director should be notified of unusual circumstances.
4. A late charge of \$5.00 will be added for payments received after the 10<sup>th</sup> of the month (except September). A 30-day delinquency shall be grounds for dropping the child from the program, pending review by the Preschool Board.
5. A \$12.00 service charge will be added for Non-sufficient Funds (NSF) checks.
6. Tuition for the month of May is collected with registration. If it is necessary to withdraw your child from school before the end of the school year, this deposit is refunded only if the preschool is given two weeks notice. Please give notice to both the teacher and the director.
7. A payment sheet will be provided for your convenience to keep with your records. You will receive no monthly statements, so that it will be the parent’s responsibility to have the payments in the office the first of each month. **Checks should be made out to: Ebenezer Lutheran Church Preschool.**
8. The monthly tuition is an average of all the school days for the entire nine months from September through May. It reflects school holidays, workshop days, bad weather closures and other emergency closures.

**TUITION SCHEDULE**

	1-Day Tots Preschool	2-Day Tots Preschool	3/4 -year- old New Beginnings	4/5-year- old Pre-K
Registration Fee + May tuition →	\$165	\$265	\$290	\$320
Tuition: ↓				
September	95	185	195	215
October	95	185	195	215
November	95	185	195	215
December	95	185	195	215
January	95	185	195	215
February	95	185	195	215
March	95	185	195	215
April	95	185	195	215
May(prepaid w/reg.)	0	0	0	0
Total tuition + reg.	\$925	\$1,745	\$1,850	\$2,040



## **EBENEZER LUTHERAN CHURCH PRESCHOOL**

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Lake Stevens, Washington 98258  
425-397-6374/425-334-0421

### **KEY DATES FOR THE 2022-2023 SCHOOL YEAR!**

#### **School Start Dates**

<b>September 5-9</b>	Parent/child orientation week
<b>September 12, Monday</b>	Pre-K class begins
<b>September 13, Tuesday</b>	1-Day Tues. Tots class begins
<b>September 14, Wednesday</b>	2-Day Weds/Thurs. Tots class begins
<b>September 15, Thursday</b>	New Beginnings class begins

#### **Non-School Days**

<b>September 5, Monday</b>	Labor Day
<b>November 11, Friday</b>	Veterans' Day
<b>November 24-25</b>	Thanksgiving Holiday
<b>December 19-30</b>	Christmas Vacation/Winter Break
<b>January 2, Monday</b>	Teacher Prep Day ( <i>back to preschool on Jan. 3<sup>rd</sup></i> )
<b>January 16, Monday</b>	Martin Luther King, Jr. Day
<b>February 17-20</b>	Presidents' Day weekend
<b>March 8-10, Weds-Fri.</b>	Teacher's Training Conference
<b>April 3-7 Mon-Fri.</b>	Spring Break
<b>May 10, Wednesday</b>	Pre-K teacher/parent conference day

\***Please note:** If there are any changes to non-school days, we will post reminders on our Face book page, post signs at preschool and send home special notes & reminders in your child's backpack.

#### **End of School Year**

<b>May 23</b>	Tues. Tots last day of class
<b>May 24</b>	Pre-K last day of class
<b>May 25</b>	2-Day Tots last day of class
<b>May 26</b>	New beginnings last day of class