



Growing God's Family
First German Lutheran Preschool
Family Handbook

Table of Contents

Our Mission	2
Our Philosophy	2
Administration	2
Curriculum	2
Tobacco, Alcohol, or Drugs	3
Non-Discrimination	3
Communication	3
Enrollment Information	3
Attendance	3
Tuition Rates	4
Discipline Policy	4
Chapel	6
Chapel Offerings	6
Clothing	7
Personal Belongings	7
Wellness Checks	7
Immunization	7
Medication	8
Health Forms	8
Illness	8
Drop Off and Dismissal Policies	8
Before and After School Care	9
Confidentiality	9
Daily Schedule	9
Inclement Weather	9
Fire, Tornado, and Intruder Drills	10
Field Trips	10
Birthdays	10
Technology	10
Home/ School Communication	10
Snacks and Lunch	11
Milk	11
Rest Time	11
Pictures and Videos	11
Singing in Church	11
Worship Opportunities	12
Bible Information Class	12
Volunteers	12
Visitor Policy	12

First German Lutheran Preschool
1033 8th St
Manitowoc, WI 54220

A ministry of First German Lutheran Church and School:
Start children off in the way they should go, and when they are old they will not turn from it. Proverbs 22:6

Our Mission

First German Lutheran School's purpose is to reach out to all children with the good news that God has forgiven all sins. We help parents nurture and develop the different talents God has given their children through solid, challenging academics and extracurricular programs. We help our students appreciate the joy of living for God here on earth and one day joining Him in heaven forever.

Our Philosophy

First German Lutheran Preschool focuses on the "whole child" representing all the developmental and learning domains that God has given us: spiritual, intellectual, physical, social, and emotional. Through various learning experiences the children will develop: a concept of self and self worth, language skills, social interaction skills, independence, curiosity, self-expression, appreciation, problem-solving, large and fine motor coordination, creative expression, along with awareness and respect for the other's experiences and backgrounds as well as their own. First German Lutheran Preschool uses a child-centered developmental goals and a thematic approach to implement a developmentally and culturally appropriate learning environment for young children.

Administration

The school is owned and operated by First German Ev. Lutheran Church. It is a mission and ministry agency of the church. The members of the church support the majority of school expenses with their free-will offerings.

Policies and procedures are the responsibility of the Board for Lutheran Schools. The pastors, principal, and early childhood director are advisory members to the Board. The principal is responsible for the administration of the school.

Curriculum

First German's teachers and staff design and implement a developmentally and culturally appropriate curriculum that is child-centered using developmental goals and integrated thematic approach. The 3K and 4K curriculum is centered around a weekly

or biweekly theme. Each area of the room is enhanced to support the theme. Materials for classroom shelves are carefully selected or teacher-made to support the theme and developmental goals. Classroom centers include dramatic play, science, block building, literacy, writing, art, math, sensory, large muscle, small manipulative, resources, and field trips.

Tobacco, Alcohol, or Drugs

The possession or use of tobacco, alcohol or other controlled substances by students is not permitted anywhere at First German. Likewise, these products may not be possessed or used at any school activity, either at First German or elsewhere. This does not include medications that a student is required to take for medical reasons.

Non-Discrimination

First German Lutheran Church, School and Preschool does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies and its school-administered programs. It admits students of any race, color, or ethnic origin to all the privileges and programs made available to all students by the school.

Communication

Communication between parents/guardians and the teacher should happen on a regular basis. Drop off and pick up times are a great time for you to communicate with the teacher face to face. Each child will have a cubby, please check this regularly for written notes. You also can use Remind, text, call, or email. Notes and News will be sent home on a weekly basis to communicate what is going on at First German Lutheran School.

Enrollment Information

Children must be three years old and toilet-trained by September 1st to enroll in the 3K program.

Children must be four years old and toilet- trained by September 1st to enroll in the 4K program.

Children enrolled must attend at least 3 half days per week.

Each family must decide which days their child is going to attend before the school year begins.

Children of members will be given priority over non-member families.

Exceptions may be granted with approval of the school board. Before enrollment the children will be screened and tested for preschool readiness.

Attendance

Young children thrive on having a predictable routine; therefore, regular attendance is desirable. If your child is absent please contact the school office or classroom teacher

by 8:00 on the day of absence. Great ways to contact teacher about the absence: text, call, email, or written note. Planned absences should be discussed with the classroom teacher before the absence.

Tuition Rates

Yearly Half Day Rates

- \$1,150 for 5 days
- \$1,050 for 4 days
- \$950 for 3 days

Yearly Full Day Rates

- \$1,500 for 5 days
- \$1,350 for 4 days
- \$1,250 for 3 days

Parents/Guardians have two choices for paying tuition at First German Lutheran School. They are as follows:

- Pay the full amount for the school year.
- Sign up for the Simply Giving Tuition Program. This program divides the tuition for the school year into separate pay periods declared by the parent/guardian. The program takes the money from the parent/guardian's checking/saving account and sends it directly to the school to pay for their families tuition.
 - If families have questions, please talk to the Principal for further explanation.

Discipline Policy

Christian discipline and good order should be maintained at school at all times. The Lord clearly expects us to maintain good Christian discipline. He says, "*Children, obey your parents in the Lord*" (Ephesians 6:1) and "*Everyone must submit himself to the governing authorities*" (Romans 13:1), and "*Obey your leaders and submit to their authority*" (Hebrews 13:17).

We must discipline children using both the Law and the Gospel. The teachers will use their discretion in the application of Law and Gospel. The Law is used when a student does not feel like they have done anything wrong. The student needs to be shown that their actions have consequences, and they have sinned against their fellow Christians, but more importantly God. The Gospel is used when the student is repentant of their sins to reassure that God has forgiven them in Christ. The staff will also assure the student that they have forgiven them.

Since the children are baptized Christians who come from Christian homes, it is expected that a level of conduct befitting such a blessing be maintained in our school. As we are instructed in James 1:22, "*Do not merely listen to the Word...do what it says.*" Students are expected to display consideration for their fellow students in work and play, and to treat all those placed above them with respect, according to the guide of the Fourth Commandment.

- Discipline Problems
 - When children demonstrate irresponsibility and/or lack of concern for students, teachers, or property, the Law and Gospel are the basis for disciplinary action.
 - The teacher will approach the child with the Law of God in hopes of having the child acknowledge their sin and then leading them to repentance.
 - The teacher will comfort the penitent child with the Gospel, the assurance of God's loving forgiveness.
 - The Law is used as a guide for the future behavior of that child.
 - The teacher will contact the parents or guardian and explain the situation to the parents or guardian.
- Suspension
 - Reasons for suspension
 - The child repeatedly demonstrates inability or refusal to accept correction or improve behavior despite earnest admonition and reasonable consequences;
 - The child gives evidence, by word and action, that the Word of God may not have penetrated the child's heart;
 - The child is habitually truant;
 - The child, either by word or deed, repeatedly rebels against the teacher.
 - The following general steps will be taken if the child demonstrates one or more of the behaviors mentioned before:
 - Child sent to the principal. The child, teacher, and principal meet. (Parent(s) or Guardian notified)
 - Child meets with the pastor and principal. (Parent(s) or Guardian notified)
 - Meeting with parents, classroom teacher, pastor, and principal.
 - If the child displays one or more of the behaviors above, and they have gone through the general steps in point B, he will be suspended until a God-pleasing solution is achieved.
 - The following steps should be taken in regards to suspension:
 - A one day in-school-suspension is decided to be necessary by the classroom teacher after consultation with the Principal, and/or the Pastor.
 - The parents or guardian will be contacted verbally by the teacher to inform them of the suspension.
 - The Pastor and Board for Lutheran School members are informed of the suspension by the classroom teacher or principal.

- In order for the child to be readmitted, a conference must be held with the parents, Principal, Pastor, and teacher.
 - If problems continue, the child may be suspended for up to five days. This second suspension would be decided to be necessary by the classroom teacher, principal, B.L.S., and Pastor.
 - In order for the child to be readmitted, a conference must be held with the parent(s) or legal guardian, classroom teacher, principal, B.L.S., and Pastor.
- Expulsion
 - Reason for expulsion
 - No solution is reached with a suspended student after having gone through the steps indicated in the previous section.
 - The Board for Lutheran Schools, in consultation with the Principal, Pastor, and involved teacher(s), must review and approve the expulsion of a student.
 - Expulsion would be for the remainder of the school year.
 - Requests for re-admission must be in writing and will be reviewed before the time of registration for the next school year by the B.L.S. and staff.
- Questions
 - If there are any questions regarding class discipline, the parents will be instructed to contact the school in the following order:
 - The child's classroom teacher
 - Principal
 - Board for Lutheran Schools Director

Chapel

The students attend chapel service held in church each Wednesday morning. The service mimics the church services that happen on Sunday. We hope that the students learn how to participate in a worship service and increase their faith in their Lord and Savior. The chapel service is around a half an hour long. The service is led by the pastor or a male teacher.

Chapel Offerings

Children are given an opportunity to contribute to our school mission projects. Each Wednesday the school has its opening devotion in church, with the devotion conducted by either one of the pastors or a male faculty member. During the devotion the weekly offering is gathered. At the end of the semester the mission money is sent to one of the special missions of the Wisconsin Ev. Lutheran Synod. At the end of each quarter a report is sent home with the report card to inform the parents. During December a special collection is taken for the WLCFS. This

organization helps families through counseling and other services to get through hard times in their lives. It allows them to have someone of the WELS counsel them under the guidance of God's Word.

Clothing

Please send your child in weather appropriate clothing. Extra weather appropriate clothing should be provided for your child in case of an accident or a change of clothing is required.

During winter children must have boots, hats, and mittens or gloves.

Personal Belongings

Care, safety and consideration will be given to all personal belongings kept on our premises during your child's enrollment here. Please label all items; First German Lutheran School and Preschool is not responsible for lost or damaged items.

Wellness Checks

The teachers and staff at First German are mandated by law to report any suspected child abuse and neglect. The following procedure will be use:

- A wellness check is performed on each child upon arrival at school.
- The faculty and staff will look for symptoms of illness and injury.
- Any injury to a child or evidence of unusual bruises, contusions, laceration, or burns received by a child in or out of First German shall be recorded (in detail) in a medications and injury log book.
- Any information will be reported immediately to the Director, the Principal, and to the necessary agencies.

Immunization

Children must have State mandated immunizations before enrolling in school. Students need immunizations for entering Kindergarten and the Sixth Grade, or a formal document stating that the parents have chosen to immunize their children. The school will publicize all of the local immunization opportunities when they are made aware of them. If the required immunizations are not obtained, that information is given to the local district attorney for his action.

Medication

If a child has need of a medication regularly throughout the day (i.e. after lunch, before school), a parent/guardian will sign a Prescription Medication Consent Form and, the medication will be given to the school secretary. The secretary will keep the medication in a locked safe in her office. The school secretary will administer the medication to the child at the appointed time. The secretary will log the date and time the medication was given.

If a child has a medication that the teacher needs to have on them in case of emergency (i.e. inhaler, EpiPen), a parent/guardian will sign a Prescription Medication Consent Form and, the teacher will keep the medication in a secure place in the room. If a child has a headache or some other pain and the parents have indicated that the school can administer non-aspirin medication on the registration form, the student will be sent to the secretary to receive medication. The secretary will give the child the correct medication for their age and size and will record the date, time, and what the student says is hurting in the medication log.

Health Forms

Health Forms will be kept by the office and the classroom teacher for each child. These forms will have your emergency contact information.

Illness

If your child is ill, he or she should be kept home for the protection of all children. Your child will be sent home if he or she exhibits any of the following symptoms:

- A fever over 101°F and behavior change or other signs and symptoms.
- Two or more incidences of diarrhea not associated with changes of diet.
- Vomiting more than two times in the previous 24 hours.
- Pink eye, until treatment is started.
- Head lice.

If a child has a contagious illness, First German must be notified immediately and the child must be kept home for a period of 24 hours beginning from the first time the prescription medication is administered or for the length of time prescribed by the physician. If a child develops any of the symptoms listed above while at First German, he or she will be kept away from other students and the parents/ guardian will be called and asked to take the child home within the hour.

Drop Off and Dismissal Policies

Parents or guardian must drop off their child with the child's teacher or aide. At the end of the school day parents, guardians, or any other person who is approved to pick up your child must come to the preschool classroom and sign the child out. Each child has a cubby as you enter the classroom. Please make sure that you check this

cubby regularly to pick up important notes, information about your child's progress, and projects that he or she has made.

Before and After School Care

Before and after school care will be offered for all students in 3K-8th grade. Before goes from 7:00-7:30 am. At 7:30 am the children will be taken to their appropriate classrooms to start their before school routine. After school care is offered from 3:15-5:00 pm. The After School Care Program is open during the school year on full school days. Cost will be \$2 per hour per child charged in 30 minute increments. Parents or guardians will be billed the following month.

Confidentiality

First German respects families, children, and staff, providing a safe environment for all of the children in our care. Child records are confidential, only the teaching staff and administration are allowed access to children's records. Parents/ guardians are only allowed access to their own child's records.

Daily Schedule

Developmentally appropriate activities are planned throughout the curriculum. A schedule of routine classroom activities is maintained and posted in the classroom. The schedule reflects a balance of the following:

- Active and quiet areas
- Indoor and outdoor activities (weather permitting)
- Protection for excess fatigue and overstimulation
- Free selection of individual activities by children
- Large and small group activities
- Meals and snacks (which are provided by each family individually)
- Quiet time for rest

Parents/ guardians and grandparents are invited to participate as their schedule permits. Please talk with the teacher to coordinate participation.

Inclement Weather

The policy of the school is that the school will be closed for inclement weather on the same days that the local public schools are closed. Bus transportation is a large factor in this decision. There may be rare occasions when school will close even if the public schools do not. If school is to be closed during the day after school has begun, it will be governed by bus transportation. The primary means of notification will be by an automated phone call, text, or email. The local radio stations will also carry such announcements usually before 7:00 A.M. of the day in question. The stations used are WOMT and WCUB. If there is any question about whether our school will be closed even if the public schools are not, tune into one of the stations listed.

Any time school is canceled due to weather, all extra-curricular activities are also canceled for that day or evening. **Our half day program will be cancelled if there is a two hour delay. Full day parents/ guardians can drop off their children after the two hour delay has ended.**

Fire, Tornado, and Intruder Drills

Drills will be conducted on a routine basis (Fire Drills - Once per month, Tornado Drills - Twice annually, ALICE Drill - Twice annually). In the event of a school intruder scenario, parents will not be able to pick up their children until the lock-down has been lifted. Parents, too, should pick their children up at the rally point (BMO Harris), not at First German. This is for the safety of both students and parents, keeping in mind the necessity of law enforcement to control the situation.

Field Trips

Field Trips may be planned to support our curriculum. Parents will be notified before a field trip will take place.

Birthdays

Each child's birthday is celebrated at school. Please talk to your child's teacher about any allergies that classmates may have before bringing in a treat. For children with summer birthdays parents may choose when their child's birthday will be celebrated or we will celebrate on their half-birthday. Your child may bring a special birthday snack on the day closest to his or her birthday or half birthday. Cookies, brownies, Rice Krispie treats, ice cream cups/bars, or mini cupcakes are easy treats for preschoolers to manage and eat during snack time.

Please be sensitive to all the children in our preschool program when planning birthday celebrations. These celebrations should be planned and arranged outside of the preschool program. Thank you!

Technology

All children have opportunities to access technology that they can use by themselves, collaboratively with their peers, and with teachers or a parent/guardian. Technology is used to extend learning within the classroom and to integrate and enrich the curriculum. DVDs, live streaming, or YouTube may be used to support the objectives of the curriculum.

Home/ School Communication

Communication is encouraged between parents and teacher. We will use a different forms of communication including; verbal, written notes, Notes and News, phone calls, texts, remind app, and emails.

Snacks and Lunch

Snacks will be provided by each family individually. The half day program will eat one snack. The full day program will eat two snacks.

Lunch can be brought from home or hot lunch can be purchased.

This list of nutritious foods is provided as a guideline for snacks:

- low-sugar cereals
- fresh vegetables
- dried/fresh fruits
- crackers
- muffins
- trail mix
- cheese cubes or slices
- granola mix or bars
- Yogurt
- whole grain bread
- popcorn
- hard-cooked eggs

Milk

First German offers families the opportunity to buy chocolate or white milk for our morning snack time. The orders for milk are placed at the time of registration and the cost is put on the Tuition on a yearly basis. The cost is determined by the cost of the milk to the school for that year.

Rest Time

Our rest time goes for an hour everyday. During this time each child is required to lay quietly in their own space for 30 minutes. After that time if the child is still awake then they will be given various quiet activities to work on until rest time is over, so that other children can sleep. Parents should provide blankets and pillows for this time that will be stored at school during the week and will be sent home to be cleaned over the weekend.

Pictures and Videos

Videos, sound recording, and pictures will be taken of your children for educational purposes. Written permission will be required for these materials to be used on Social Media and for advertising our preschool program.

Singing in Church

Our preschoolers have a wonderful opportunity to share what they are learning in school by getting up in front of the congregation several times a year to sing a song or two.

Worship Opportunities

You are welcome to join us anytime for worship on:

Thursday, 4:30 pm

Sunday, 8:00 am

Sunday, 10:30 am

We also have Sunday school starting at 9:20 on Sundays. This a wonderful opportunity for your child to spend time with friends while learning more about Jesus.

Bible Information Class

This is a special class run by our Pastor(s) so that the parents of preschool students can learn more about what we are teaching their child during the school day.

Volunteers

Volunteers play an important role in many of the activities of our school. For the protection of our children, all volunteers who have regular contact with the children are required to have a criminal background check on file in the school office.

Visitor Policy

To ensure the safety and security of our students and staff and the orderly operation of First German Lutheran Grade School educational programs, all parents and guardians and other individuals planning to visit school during the school day are required to follow the visitation policy. Please take time to review the visitation procedures.

Upon arrival at the school building, all visitors must register in the building office before proceeding to any other part of the building.

- As part of the registration process in the front office, all visitors will be asked to sign the visitor register in the church secretary's office.
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Students should never open locked doors to visitors into the school.
- Upon leaving, visitors will return badges and sign out in the church secretary's office.