

Prince of Peace Preschool



Policies and Procedures Manual

Prince of Peace Lutheran Preschool Policies and Procedures Manual

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Our Mission

The mission of Prince of Peace Preschool is to provide a Christian school for preschool-age children of the congregation and the local community. Our faith in Christ is the basis for our understanding of child development, teaching strategies and curriculum content.

Hours of Operation

Our hours of operation are 9:00 am to 12:00 pm for students and 8:30 am to 12:30 pm for staff. We offer early drop off for students beginning at 8:30. There is an additional fee for this service. Please refer to our fee schedule.

Our Program

We offer classes for pre-school age children from 18 months to Pre-K (4-5). Students are placed according to age similar to the public schools using September 30th as a cut off date. We offer 2, 3, 4 and 5-day classes. Our daily activities include the following:

- hand washing/free play (upon arrival)
- circle time which includes a story and the introduction of new age appropriate concepts such as letters, letter sounds, rhyming, counting, numbers, etc.
- art
- bathroom break/hand washing
- snack - provided by the parents. You will be notified if any children in your child's class have nut or other food allergies. We ask your cooperation with our allergy awareness procedures.
- learning centers (where they apply what they have learned)
- P.E. (indoors or out depending on weather)
- Chapel (once a week)
- Music (once a week)

Curriculum

Every classroom will follow a theme based, age-appropriate curriculum. Our learning components incorporate bible lessons, language arts, math, social studies and science. Christian social skills are practiced and modeled by the teachers to reinforce positive, Christian behavior.

Our Staff

Our staff offers a variety of teaching approaches and unlimited learning activities to help match your child's learning style. They have many years of early childhood teaching experience and are always taking classes to stay on the cutting edge of preschool education. They are caring, warm individuals with a genuine love for children. As noted above, all staff members are required to attend workshops, conferences, and in-service training programs to keep up to date with professional growth and earn required

continuing education credits of 12 per year. Staff members also have first aid training, and are CPR certified. Some of our teachers are also MAT certified as well.

All staff hired by our school are required to have criminal background checks from both state and social service agencies. In addition, each staff member is seen annually by his or her physician to ensure good health.

Notice of Racial Non-discrimination policy

Prince of Peace Lutheran Preschool admits students of any race, color, national & ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the school. It does not discriminate on the basis of race, color, national & ethnic origins in administration of its educational policies, scholarship programs, & athletic & other school-administered programs.

Specialized Consultants

The POPP Director will suggest to parents the need to seek the guidance of a trained professional to support the efforts of the staff in meeting the needs of their child. It may be a result of identified or implied needs due to behavior, physical disabilities, educational achievement or other special needs. A description of the type of skills needed by a consultant, with a suggestion of some well known in the area, may be offered. More than one name will be provided and the parent will be encouraged to find someone who they and their child are comfortable with and meets their needs. The parents will need to contract directly with the specialist. The school staff will participate, as needed, to our abilities, in the relationship between consultant and child. All requests should be presented to the POPP Director before implementation. This policy applies to working with specialists in the private sector, as well as, those in a public agency.

Enrollment

Our preschool is open to all children age 18 months through 6 years (Pre-K/K). Our student body includes children of the congregation, children of other denominations, and children whose parents have no church affiliation. Our enrollment capacity is 81 students per day; however, we keep our class sizes smaller than state guidelines require.

The following paperwork must be submitted by the first day of school along with your September payment. All forms can be downloaded from our website at www.princeofpeacevb.org. Thank you in advance for your cooperation.

Enrollment form – All Students

VA School Entrance Health Form – New Students only

Up-to-date shot record – All Students (only changes to those currently attending)

Proof of Birth – New Students only (one item listed below)

- Birth Certificate
- Baptismal Record
- Doctor's/Hospital Record

Fee Agreement – signed (All Students)

Illness Policy – signed (All Students)

Online Policy and Procedure Manual Awareness Form – signed (All Students)

Registration

You may register your child by completing a registration form found online at www.princeofpeacevb.org. A non-refundable registration fee is also due with the paperwork to secure desired placement for your child.

Registration is on a first come, first serve basis with currently enrolled students and church members given first priority.

Classroom Supplies

We provide all school supplies for our students (donations are welcomed). On the first day of school, please bring a complete change of clothes (including underwear and socks) for your child. Accidents happen and we always want to be prepared. Please place the spare change of clothes in a zip-lock storage bag labeled with your child's name. Also remember to provide a clean set of clothes on the next school day if your child has had an accident. When the seasons change, remember to update their spare outfit.

Potty Training

We are one of the few preschools in our area who allow 18 mos. to three-year-old students to attend school even if they are not yet potty-trained. We ask that children in the three-year-old class be working on potty training and remind you that these children who are not yet potty-trained will be charged tuition at the toddler rate. This allows for extra staffing required for diapering/potty training.

Teachers will request the completion of a potty training survey. This lets us know where your child is in the process and directs us on how to better assist you and your child.

Frequent potty visits and close observation by the teachers are a few ways we work with your child to accomplish this goal.

Snacks/Lunches

We ask children to bring a **healthy** snack and drink with them from home each day. If your child participates in any after school programs offered here at Prince of Peace Preschool, please remember to also send their lunch.

Allergy Awareness

If there is a student with a food allergy, we will ask parents to be considerate and exclude any potentially threatening foods as snack items. Further details will be

communicated as needed. We will provide special accommodations to ensure the safety of our students.

Illness Policy

Our staff takes constant precautions to prevent the spread of illnesses. Careful and repeated hand washing by staff **and** students can help eliminate the risk of spreading germs. Other precautions include taking extra care with diaper changing procedures, monitoring toilet procedures, and working to maintain sanitary conditions throughout the center such as sanitizing toys weekly and separating sick children from those who are well.

We ask for your cooperation in the following ways:

- If your child has been exposed to any contagious illness or disease, we ask you to notify us of the exposure, even if symptoms are not present.
- If your child shows any of the symptoms listed below, please keep the child out of school. If any of our staff members feel your child is exhibiting any of the below symptoms, you will be contacted and asked to pick up your child as soon as possible. Your child may return to school when he or she is symptom free with a normal temperature (without fever reducing medication for 24 hours) or with a written Doctor's note.

Symptoms include:

- Both fever and behavior change.
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can remain in care).
- Diarrhea, defined as more watery, less formed, more frequent stools not associated with a diet change or medication – a stool not contained by the child's ability to use the toilet.
- Blood in the stools not explained by diet change, medication or hard stools.
- Pinkeye - redness of eyelid lining and/or white part of the eye, crusty eyelids.
- Itchy scalp due to lice or nits. All nits must be absent before returning to school.

Hand Washing Procedures

Our students are asked to wash their hands with soap and warm water upon arrival, after potty visits and before snack, after art and any other time we feel is necessary.

Transitions

To prepare our students for transitioning from one age level to the next, we allow time for students to visit other classrooms each spring. They will have the opportunity to spend time in the “older” classroom and meet the teachers for a special story time. Our Pre-K students (and parents) will be notified of Kindergarten registration for public schools. We provide a Kindergarten Readiness checklist for our Pre-K parents (from VBCPS) and share stories with our students about starting Kindergarten. Special summer programs for Kindergarten Readiness will be communicated with parents as well. We work very hard to prepare our students (and parents) for a smooth transition to their new setting. A group meeting will be held to discuss what to expect with your child’s transition or any parent concerns as needed. If parents would like to meet one on one to discuss the transition process, we are happy to arrange a time to meet.

Parent/Teacher Conferences

Once a year our teachers will meet one on one with our parents to discuss their child’s progress. Parents can expect to see samples of their child’s work, assessment results (from our 3’s and 4’s) and discussion about behavior or academic concerns. Please see our Special Consultants and Transitions sections of this manual for further details on these topics.

Transfer Request of School Records

A transfer of your child’s school records to include written information concerning the student’s abilities, learning styles or medical/safety concerns can be requested by the parent either verbally or in writing. Schools should submit a written request signed by the parent or with the parent’s verbal consent.

Behavior Management

Our preschool teachers provide students with guidance for self-control and teach acceptable behaviors. This is accomplished in several ways to include the following:

- Modeling appropriate behavior
- Using descriptive praise when appropriate behavior is occurring (“I like the way you are walking down the hall so quietly.”)
- Redirection - substituting a positive activity for a negative one
- Active listening - to possibly determine an underlying cause of the behavior such as changes in family routines.
- Separation from the group: This is only used when the above methods have been tried and the behavior of the child is still unacceptable. In the event that this “cool off” period is used, the child remains in the classroom and is in “quiet time” for a maximum of 5 minutes.
- Removal from the classroom: This is used after separation from the group and other tactics have failed. The behavior is discussed with the child outside the classroom. If necessary, the child is brought to the director’s office for further discussion and is returned to the class once the student agrees to behave appropriately.

Inappropriate behaviors include, but are not limited to the following:

- Hurting themselves or others (other students, staff members, animals)
- Being aggressive such as biting, hitting, kicking, spitting, etc.
- Swearing, using profane language or inappropriate language
- Intentionally damaging or misusing property
- Being unable to control oneself to the point that the teacher/staff person must focus most or much of their time with the child, to the detriment of other children at the school
- Being unable to control oneself to the point that he/she is becoming a distraction to the other children
- Any other behaviors that the director and/or board of education feel is a detriment to the learning environment of the school

If these or other inappropriate behaviors become a reoccurring disciplinary issue, the parents of that child will need to attend a mandatory conference with the teacher and director. This conference will be used to determine a behavioral plan of action.

Our staff will make every effort to work with all children to create a positive classroom and school climate. Parents will be notified of behaviors and incidents that the teacher thinks the family should be made aware of. We feel that in every area, but especially in discipline, the child will do best when the teachers and parents work together.

The Christian Education Committee of Prince of Peace Preschool, in its sole discretion, reserves the right to remove a student from Prince of Peace Preschool.

Arrival and Dismissal / Late Pick Up Fees

School begins at 9:00 a.m. We will open the school doors at 8:50 a.m. For your convenience, we also offer an Early Drop Off beginning at 8:30 am. Advanced notification is preferred, but not required. The cost is \$5.00.

The doors will remain locked for the remainder of the day for the safety of our students. We have an open door policy. If for any reason you would like to observe or drop by, you are always welcome. You will need to ring our doorbell and wait for assistance before entering the building. All visitors are required to check in with the Director upon arrival.

We dismiss our students at 12:00 using a car line process. If you prefer to walk in and pick up your child, please arrive by 11:50 or before the car line begins. If you are running late, please call the office and let us know. **Reoccurring lateness will result in a late fee of \$10.00 for each fifteen-minute segment beginning at 12:15.**

No child will be released to a person not authorized by a parent. Written or verbal permission is required. Pick-up permission information should be completed on your child's enrollment paperwork. If you are sending a person other than those listed on your pick form, please let us know. Photo ID's will be checked for those individuals.

Family Chapel

Families are welcome to join us for a special family chapel once a month. We will communicate the dates for these special chapel services in advance.

Special Events

Occasionally, we plan a special event for the children. When we plan an event offsite, we ask the parents to drive their child to the designated location. We will meet together as a group to enjoy the special activity. Periodically, we also have special guests visit our school to further our learning of certain topics such as dinosaurs and life cycles.

Our Facility

Our school is located in Prince of Peace Lutheran Church at 424 Kings Grant Rd. in Virginia Beach. Our school features an expansive playground on the grounds and a fellowship hall for special events and indoor play when necessary due to bad weather.

Volunteers

We value our volunteers!! There are many opportunities to include copying, cutting, organizing our books, and even reading to our students. Let us know if you have an idea for our school or want to share in some way. Parents and Grandparents are always welcome here at Prince of Peace Preschool.

Visitors

We invite parents, friends and family to visit our school any time. For safety reasons, we ask all visitors to check in with the Director upon arrival.

Withdrawal Process

We require a written, 30-day paid notice should you choose to withdrawal your child. Registration fees are non-refundable.

Tuition Payments

All tuition payments are due by the 1st of every month beginning in September. You will make a total of 9 payments (September - May). Envelopes are provided for your convenience. If you wish to set up an automatic check to be sent from your financial institution to the Preschool, please feel free to do so. A late fee of \$25.00 will be charged if payment is received after the 10th of the month. Please note we provide a discount to families with siblings in the amount of \$25.00 per month.

Absences

If your child is absent, you may call the office at 340-3033 to let us know. However, you are not required to do so. If your child is absent for more than 2 days, we would like to be notified especially in cases of prolonged illnesses or travel plans.

Teacher/Student Ratio

Our facility follows the required staff to student ratio determined by the Department of Social Services for Religiously Exempt schools. Students are supervised at all times in the classroom, before school and at dismissal. All teachers are evaluated twice a year for following our safety and supervision policies.

Safety Requirements

We follow strict safety policies provided by state agencies. We survey our campus daily for hazards. We also keep close supervision of the children at all times so that we can prevent accidents before they happen. We are required to meet all health, safety and fire inspection regulations. We have fire drills monthly.

Public Liability Insurance

Prince of Peace Lutheran Church provides public liability insurance for our school through National Church Group, Leesburg, VA.

Exemption from Licensure

Since our preschool is a non-profit ministry of the Prince of Peace Lutheran Church, and is housed within the church building, we have a Religious Exemption from licensure. This means we have complied with state requirements for religious entities and have passed all fire, building and health inspections.

School Closings and Delays

When the Virginia Beach Public Schools are closed or delayed due to inclement weather, we will also be closed. Please call the office at 340-3033 and listen to our voicemail to confirm school closings or delays. If the preschool must close during normal operating hours we will contact parents by telephone. Make up-days are not provided.

The Christian Education Committee

The Christian Education Committee consists of church members who represent various professions including the education field. The preschool director answers to this committee and implements their rules and regulations in conjunction with the church council. Meetings are usually held the first Monday of every month in the evenings. Parents are welcome to attend these meetings.

Prince of Peace Lutheran Church and Preschool Contacts

Pastor
Church Secretary
Preschool Director
Board of Education Chairman

Douglas Rosenvinge
Nora McFadden
Janet Beaulieu
David Schreiber

Church Office Phone Number 340-8420 (9 a.m. - 2 p.m., Monday - Friday)
Church Office Fax Number 340-8421
Preschool Office Phone Number 340-3033

Website: www.princeofpeacevb.org
Church E-Mail: office@princeofpeacevb.org
Preschool E-Mail: school@princeofpeacevb.org

About our Church

Our school is part of a network of Lutheran Schools in the Southeastern District of the Lutheran Church - Missouri Synod, whose stated goal is to: "Exemplify excellence in Christian education and in ministry with families." Our staff, Pastor, Christian Education Committee and entire congregation are committed to this goal.

We are Partners with Your Family

We want to serve you and your child the best way possible throughout their preschool adventure. Please feel free to come to any of us with any questions or concerns about our school. We want you and your child to be happy and look forward to coming to school each day. You are always welcome and if we can ever offer support to you and your family, we hope to do so.

Family Resources

As stated before, The Lutheran Church - Missouri Synod is dedicated to the ministry of education, having the largest number of parochial schools after the Roman Catholic Church. The Lutheran Church - Missouri Synod offers several Christian resources for parents, families, teachers and children. You can find a link to these resources on our website at www.princeofpeacevb.org.

Church Activities for Families

We have many family activities throughout the year. These free or low cost events may include picnics, fairs, carnivals, dances, group outings, recreational classes and other fun activities. We will post flyers and distribute invitations for these events. Please RSVP for these activities so we can plan accordingly. For a listing of these events, please see our church calendar online at www.princeofpeacevb.org. We also send home a monthly church newsletter highlighting upcoming events.

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