



# Chapel of the Cross Lutheran Preschool

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## **COTC Lutheran Preschool**

Welcome to Chapel! It is always an honor when families consider Chapel of the Cross Lutheran Church and Preschool for their children. Children are important to us. At Chapel, we provide an excellent educational experience in a Christ-centered environment. Our commitment to excellence in a caring, nurturing, family atmosphere is what makes Chapel such a special place.

We thank you for considering Chapel for your child's preschool experience, and we look forward to working with your family in this most wonderful milestone in your child's life.

Chapel of the Cross knows that your family worshipping together can significantly reinforce what your child has learned during the week. If you do not have a church home of your own, please consider this a personal invitation for your family to come and worship with us on Sunday mornings or Monday evenings. Chapel of the Cross worships at 8:00 and 10:45 a.m. with our Sunday school and adult bible classes both beginning at 9:30. We also have a church service at 7:00 p.m. on Monday. You are welcome to join us at any time or at any church event.

Rev. James Uglum  
Rev. Dr. Mark Hoehner

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# **Chapel of the Cross Mission Statement**

As the family at Chapel of the Cross, our mission is to:

- SHARE the Gospel
- SEEK the Lost
- STUDY God's Word
- STRENGTHEN One Another

## **Philosophy of COTC Lutheran Preschool**

Chapel of the Cross Lutheran Preschool exists to provide an excellent educational opportunity in a Christ-centered environment helping children to grow in their relationship with Jesus Christ. The Christian faith is taught and integrated into all areas of a child's development including intellectual, social / emotional, physical, creative and spiritual growth.

We believe that play is a younger child's work and an important learning process. Through their play, children informally learn many things that will form foundations for later formalized learning. Play is an integral part of our program; as it is through play a child unveils the world around them

The young child learns best about God's world through experimentation and exploration. Therefore it is necessary to provide a flexible program that enables each child to learn at his / her own developmental pattern.

## **Statement of Purpose**

We seek to share with all ages the Good News of God's love, forgiveness, and promises of life in Jesus Christ in a caring, Christian learning environment.

The educational objectives and purposes of our early childhood program reaffirm each child's place in God's Kingdom and nurture their horizons spiritually, intellectually, socially, emotionally, and physically in order to prepare each child for his or her formal learning experience.

COTC Preschool is a place where children are free to discover and explore the world of learning in a Christian environment with encouraging and supportive teachers. The program, based on the most recent research and literature which identifies the first five years as a critical period in children's learning and development, provides a stimulating environment which will meet children where they are developmentally and offer them a variety of experiences and materials which will aid them in developing to their fullest potential.

We will aid the child in developing an interest and joy in learning and a feeling of security, success, and responsibility. Most importantly, we want them to know they are loved and redeemed children of God.

## Goals

COTC Preschool strives to provide each child with opportunities to:

- To know Jesus as Savior and friend, to learn about Him through formal age-appropriate lessons, worship, and informal learning experiences.
- Explore the senses: hearing, seeing, touching, tasting, and smelling.
- Explore their environment at school and in the community.
- To show and participate in creative experiences.
- Experience activities that fulfill the child's basic needs spiritually, intellectually, socially, emotionally, and physically.
- Experience activities to nurture a healthy self-concept in children.
- Receive guidance as the child becomes less self-centered and begins taking part in small group and large group activities.
- Sample interests and experiences that broaden a child's aptitude for future academic programs.



## Notice of Non-Discrimination Policy

Chapel of the Cross Lutheran Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. We, therefore, do not discriminate on the basis of race, color, sex, national origin or religion in administration of our educational policies or admission policies.

## Handbook Information

All information in this handbook is subject to change at the discretion of COTC preschool management. The information in this handbook is for informational purposes only and should in no way be considered a contract between the preschool and the parent(s).

# Curriculum

Play is the young child's work. Play is at the heart of the early childhood curriculum. Play is how children learn or improve gross motor development, numbers, science, music, religion, social studies, language development, art, and motor perception.

There will be a routine for the day that the children will follow. The day will consist of indoor/outdoor activity, group/individual time and child-selected/teacher-selected activities.

The curriculum at the early childhood level is built around projects related to the child's everyday world—in the family, in the early childhood center, in the community, and in the wider social environment. Projects will be introduced through the following activity areas:

<b>Creativity</b>	Paper, projects, printing, painting, pasting, clay, cutting, crayons, markers, dancing, imaginative play.
<b>Drama</b>	Puppetry, dramatic play.
<b>Indoor Play</b>	Blocks, housekeeping, gross motor movement activities, puzzles, and tactile experiences.
<b>Language</b>	Storytelling, discussions, listening, vocabulary building, reading readiness activities, role-playing.
<b>Music</b>	Singing, listening, rhythms, musical games and stories.
<b>Outdoor Play</b>	Running, jumping, climbing, swinging, and exploring own capabilities (gross motor development).
<b>Reading</b>	Visual discrimination, sequencing, matching, patterning, relationships, writing language experience stories, books, Big Books, shared reading.
<b>Religion</b>	Bible stories, songs, prayers, art projects, worship.
<b>Science</b>	Physical environment, seasons, Creation, care of plants and animals, health, nature, experiments, cooking.
<b>Social Studies</b>	Holidays, seasons, home life, church community, community helpers, good manners, other cultures.

# Christian Discipline

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

The purpose of the disciplinary procedure at COTC Preschool is to maintain a wholesome learning environment, and to instill Christian growth and character in children. It is essential that a partnership between home and school be achieved through a common understanding of the goals of our discipline policy.

All staff will utilize the philosophy and techniques of “Love & Logic” to maintain a calm and effective classroom environment based on these research-based principles:

## **Respect, appreciation and love prevents potential problems**

When students feel respected, appreciated and even loved by their teachers, they are far more motivated and cause far fewer problems.

## **Freedom to problem-solve and make decisions fosters motivation**

Students are far calmer and more motivated when their teachers allow them to make choices and solve their own problems within limits.

## **Focusing energy on problem prevention is rewarding**

Successful educators focus most of their energy on simple tools for preventing misbehavior or keeping it small...rather than trying to provide consequences for every problem.

## **Showing empathy and compassion is effective**

When consequences are necessary, effective educators provide them with sincere empathy or compassion.

More information is available at <https://www.loveandlogic.com>

# Sessions and Enrollment

Our goal for student to teacher ratio is 8 to 1 here at COTC Preschool.

Children are eligible for preschool if they are 3 or 4 before August 1<sup>st</sup> or 5 after August 1<sup>st</sup> and are toilet trained. Children may attend preschool 2, 3 or 5 days per week for full day (8:00am-3:00pm). Three-year olds must attend a minimum of 2 days per week; four-year olds must attend a minimum of 3 days per week.

Our classrooms are comprised of mixed age groups: 3-5 years of age. Research has demonstrated that classrooms composed of learners with a range of abilities and gifts will have measurable gains in leadership skills, pro-social behavior, independence and competence in cooperative learning abilities. Older learners nurture younger learners and all children benefit from collaborative learning strategies.

Before Care meets	7:00 a.m. – 8:00 a.m.
School-day program meets dropped off between 8:00 a.m. and 8:15	8:00 a.m. – 3:00 p.m.
After Care continues	3:15 p.m. – 6:00 p.m.

# Tuition

A \$150 non-refundable Registration Fee is assessed for each student. This amount will apply to the student's first month's tuition.

Three payment options are offered for the payment of tuition:

- A. *One Payment Plan* – The total annual tuition is due by July 1<sup>st</sup>.  
If making one payment, a discount from the total tuition will apply as follows:  
\$100 for 5 days, \$75 for 3 days and \$50 for 2 days.
- B. *Two Payments Plan* – Two equal payments for annual tuition are due July 1<sup>st</sup> & December 1<sup>st</sup>.
- C. *Nine Payments Plan* – Payments are made July 1<sup>st</sup> through March 1<sup>st</sup>. This payment plan is only available by automatic deduction from a designated checking account.

A \$15.00 late charge will be assessed on the 15<sup>th</sup> of each month that there is a balance due on the account.

A \$25.00 NSF charge will be assessed for each check not honored by the bank.

There will be no credit to fees for absences.

# Healthcare

## State of Missouri Health Requirements

All immunizations must be completed before a child is allowed to attend school. A copy of the immunization form for verification must be provided to the director prior to the first day of school.

We follow the State of Missouri health requirements. Please check the website: [health.mo.gov/living/wellness/immunizations](http://health.mo.gov/living/wellness/immunizations) under child care requirements if there are any questions.

## Medications

School personnel cannot administer medications (both prescription and over the counter) unless the office has on file a Medication Request Form. A copy has been provided at the end of this handbook and is also available from the director. Doctor and Parent/Guardian must both sign this form. All medications must be hand delivered to the office by an adult and be in the original container.

## Illness

If your child is sick before the start of school, keep the child at home. Germs spread quickly to classmates and staff. Children should be fever- and symptom-free without Acetaminophen or Ibuprofen for 24 hours before returning to school. Children on antibiotics should receive the benefits of the medicine for 24 hours before returning to school.

If your child becomes sick during the school day, we will make every effort to keep him / her comfortable while parents / guardians are contacted. It may be necessary to make arrangements to have the child picked up during the day if the symptoms warrant, or we are unable to keep your child comfortable.



## **Allergies**

If your child has a food allergy (peanuts, strawberries, etc.) please inform the teacher. The office will need to have on file a note from the doctor stating the allergy. The information must be updated at the start of each applicable year.

## **Peanut / Nut Free Classrooms**

Our classroom is peanut and tree nut free. This helps to make our preschool a safe environment for all children. Please refrain from sending items for your child's snack or lunch that contain peanuts, tree nuts, or peanut butter.

We love to celebrate your child's birthday in our classroom, but because of our peanut/tree nut policy, treats that are shared with others must be prepackaged. The packages must be "peanut free", and not processed in a factory that handles peanuts or peanut butter.

Please check the website: [snacksafely.com](http://snacksafely.com) for some peanut-free snack choices. Please bring the snack in its original packaging, so that the label can be checked for allergy information

## **Emergencies**

Our staff makes every attempt to ensure the safety of children. However, should an accident occur, emergency first aid will be administered and parent(s) / guardian(s) will be contacted. If a parent cannot be reached, those listed on your Emergency Contact Sheet will be called.

Preschoolers will participate in regular fire and disaster drills.

## **Absences**

We ask that you e-mail the preschool directors if your child will be absent.

## **Weather Related School Closings**

Announcements of emergency school closings will be broadcast on TV channels 2 (Fox) & 5 (KSDK).

Preschool may be canceled in advance due to deteriorating weather. Once school is in session it will not be called off early due to poor weather. Concerned parents of children at school may pick their children up early if they wish to do so.

## **Clothing**

Children should come to school dressed for play (which may sometimes be messy). Please have your child dress comfortably in clothes they can manage by themselves. Children will sit on the floor in our classroom, use paint, glue, etc., so please keep this in mind while dressing your child. Since dress shoes, sandals, and flip flops sometimes make play difficult and unsafe, tennis shoes would be the best choice for footwear.

Children will be going outside all year long. In winter (temperatures above 20 degrees) they will need heavy coats, boots, scarves, mittens, hats, snow pants, etc.

A change of clothing in the child's back pack is encouraged. On rainy and snowy days all of our activities are inside. An additional pair of shoes should be sent to school when it is necessary for the child to wear snow boots to school. Children should be encouraged to manage their outer clothing by themselves. This encourages a sense of accomplishment and develops self-esteem. Every item should be labeled with your child's name.

## **Arrival & Pick-Up Procedures**

### **Arrival**

COTC Preschool will open at 7:00 a.m. for preschool children who are a part of Before Care. Please allow enough time to escort your child into the preschool.

### **Pick-Up**

3:00 p.m. – Parents to pick-up their children.

After care begins at 3:15 p.m. After care charges will be assessed after 3:15 p.m.

After care Pick-up time is no later than 6:00p.m. A charge for pick-up later than this time will be assessed. The charge will be \$10 per every 5 minutes after 6:00.

Children may be released to a designated adult with written permission from the parent. Picture ID is required for the designated adult.

## **Visitor Policy**

If you wish to visit your child's classroom please sign in with the director. In case of a drill or actual emergency, we must know how many people are on our campus during the school day—this includes classroom holiday parties.

## **Parent Helpers**

Parents may be asked to assist in the classrooms at various times. Children benefit when families are seen as an integral part of the schooling process. Besides assisting with classroom activities, parents are also welcome to share a book, their job or hobby with the class.

Per COTC Policy, volunteers 13 years of age and older must complete a screening process and volunteers 18 years of age and older must submit to a background check. We do this for the safety of the children. 'Protect My Ministry' provides our background check services. If you anticipate volunteering in the classroom we recommend you discuss with the preschool director so the background check can be arranged. The cost for the service is \$20.

## **Parent-Teacher Communication**

We encourage open communication between home and school to make this the best possible experience for your child; parent-teacher conferences are scheduled once during the year. Additionally, please call the teacher to schedule a conference throughout the year as needed.

## **Lunch / Snacks**

The school day provides time for a morning snack and lunch. Children are to bring snacks, lunch and a drink from home.

## **Public Relations / Photography**

Digital pictures of the children engaged in play activities will be taken all through the year. These pictures may be used on bulletin boards, newsletters, brochures, art projects, the church website or Facebook page and presentations made to those interested in the activities of the preschool. No photographs will be sold by or to anyone.

## **In Closing**

By taking advantage of the many innovations in early childhood teaching techniques and materials facilitated by loving, caring teachers, a solid foundation can be laid for future school years. Preschool can open a young child's awareness of the Lord's world and stir inquisitiveness and curiosity so as to make an eager learner in later years.

