

Redeemer Lutheran Preschool

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Preschool Motto: Sharing Faith & Knowledge of God

Mission Statement and Purpose

Our mission as well as the mission of the church is to make disciples of Jesus Christ by reaching out to those who do not know Him and by strengthening those who do, that they might live lives of courageous witness to Christ in both word and deed.

To that end the members of Redeemer Lutheran Church believe the preschool to be essential in carrying out God's command regarding the Christian training of children. Therefore, consistent with the mission statement, the preschool provides Redeemer Lutheran Church opportunity to "...go and make disciples of all nations...and teaching them to obey everything I have commanded you..." (Matthew 28:18-20).

The philosophy of Redeemer Lutheran Early Childhood Center, inspired by God's guidance, shall be to partner with parents so that we may nurture their children spiritually, mentally, physically, socially and emotionally. Accordingly, the purpose of the Redeemer Lutheran Preschool shall be:

- To expose and strengthen children and their families so their faith may grow in knowledge of their Savior and in love and service for Him;
- To help children to discover and develop their God given talents and abilities;
- To maintain high standards of preschool education integrated with and related to the teaching of God's Word for the development of the whole child;
- To provide experiences and activities which will fulfill the child's basic needs;
- To provide nurturing guidance that allows the child to experience positive interaction while taking part in small group and large group activities; and
- To provide interests and experiences which broaden the child's aptitude for future school work.

Financial Support

Redeemer Lutheran Church views its early childhood program as an integral and important element of its ministry. Under the supervision of its Church Leadership Council, the Redeemer Lutheran Church's congregation obligates itself to support this ministry by:

- Providing the ministry of its pastor and director of Christian education to the children and their parents;
- Providing and maintaining facilities for the early childhood program including utilities and maintenance.
- Support preschool budget up to 5% if it is unable to make financial commitments.
- Providing preschool families the opportunity to be a part of or use any special services the church has to offer such as Stephen Ministers, parish nurse, Bible studies, Hearts and Hands. etc.

Admission Policy

Redeemer Lutheran Preschool does not discriminate in regard to race, color, religion, national origin, ancestry, physical handicap or sex.

Parent Expectations

At the beginning of school all parents will receive a list of parent expectations.

Enrollment Information

A completed registration form and \$60 registration fee are required to be enrolled at Redeemer Lutheran Preschool. Upon completion of the registration form you will receive your child's application forms. The application forms include: enrollment, family and social history, authorization for emergency care, medical records and parental permission for outings. The medical records form must be complete with all vaccinations and a doctor's signature. The authorization for emergency medical care form must be notarized with a notary seal applied. All forms should be turned in upon completion. Your child will not be allowed to stay in our care until all forms are completed correctly.



Tuition and Fees

Redeemer Lutheran Preschool operates as a self-supporting educational nonprofit agency of Redeemer Lutheran Church. The preschool is financed primarily by tuition receipts. In an effort to keep tuition to a minimum Redeemer Lutheran Preschool may have fund raiser events to help support its budget.

The registration fee covers all needed supplies and field trip expenses. The registration fee is non-refundable after May 31st. Monthly tuition for the 3-day program is \$140 and \$113 for the 2-day program. You may also enroll your child in the extended-day program at an additional \$17 per day. Tuition will be collected August 15th through April 15th. Your child's place may be released to the next child on the Redeemer Lutheran Preschool's waiting list in the event a tuition payment has not been made by the end of the month. Checks are made payable to Redeemer Lutheran Preschool, Redeemer Lutheran Early Childhood Center or RLECC. You may mail your check or have your child place the check or any other correspondence in our tuition mailbox located outside the office. Whenever you have information to share with your child's teacher or the Director, it is extremely helpful if you provide a written note.

Bad Checks

You will be notified in writing in the event a check is returned due to insufficient funds. You will have seven calendar days to bring your account current by payment of cash, cashier's check, or money order only. In addition to the payment, there will be a \$25 bad check fee. We will then continue to accept personal checks from you. If another check payment is returned to Redeemer Lutheran Preschool you will be required to make cash or cash equivalent payments for the remainder of the school year.

Withdrawal Policy

During the school year, should you need to withdraw your child, a two (2) week notice must be given. If proper notice is given, payments for time beyond that two-week period will be reimbursed upon request.

Health and Safety

A physical examination, including all required vaccinations is required when a child is enrolled. If a child is absent due to illness, a note from the parent indicating the nature of the illness is requested upon the child's return to class. If a child should happen to become ill when school is in session, the child will be taken to the office and parents will be notified and required to promptly retrieve the child.

School personnel will not administer medications. Children having contagious childhood diseases such as chicken pox, measles, etc... must be completely well from the disease before being readmitted to class. By state regulation, your child should be fever free for 24 hours before returning to school. Also, if your child has colored discharge coming from the nose, severe redness in their eyes, diarrhea, or any other flu

like symptoms they should not be brought to school without a note from their doctor. Please help your child learn personal hygiene skills.

All children enrolling at Redeemer Lutheran Preschool are automatically enrolled in the Redeemer Lutheran Church's prevailing insurance plan. However, this is secondary coverage to your own coverage. The premium for this plan is included in your monthly tuition. In case of an accident occurring on school property, upon your request Redeemer Lutheran Preschool will supply you with a claim form to be completed and submitted to the carrier.

The Redeemer Lutheran Preschool will endeavor to reach parents in the event their child is involved in an accident. Parents are asked to notify the school immediately in case of any change in address or telephone number. If emergency treatment is necessary, we will attempt to contact you. In the event parents cannot be reached the Director or staff has authority to seek emergency treatment at parent's expense. Parents who prefer that we call a friend or a relative in case of emergency will make advance arrangements with the Director.

Staff Information

Redeemer Lutheran Church began a preschool program in 1985 with 5 children. God has richly blessed this program as we now serve 80-90 students each year. In 2006, we moved into a new education wing and a Kid's Day Out program was started.

Redeemer Lutheran Preschool's director is Deb Killingsworth. She has a degree in elementary and physical education and is beginning her 24th year with us. Redeemer Lutheran Preschool also has a well trained staff of teachers, including: Kelli Allen, Jill Conover, Kerry O'Dell, Liz Mundil, Tracy Pogue, Cindy Trug and Kristen Willingham. All staff members have a degree in education or early childhood in-service training and experience working with young children to be qualified by the state of Kansas.

Our Curriculum

Redeemer Lutheran Preschool is based upon a Christian environment that prepares itself to give your child a secure, moral basis on which to begin their education. Redeemer Lutheran Preschool staff will encourage your child to explore their God given talents and open up endless opportunities for learning. A majority of school activities are interactive and hands on. The staff works to praise the process while encouraging your child's progress. The staff will work to build confidence and self esteem, so your child will enjoy learning for years to come.

Bible Story and Chapel – Children will hear a different Bible story weekly. One day each week we look at how this story relates to life today. Chapel is held in the church sanctuary twice a month in place of our daily Bible time. We gather together to sing songs and hear a short message by the Minister of Redeemer Lutheran Church or the Director of Youth and Christian Education. Parents are welcome to attend.

Reading – We start with an introduction into the alphabet by using puppets followed by letter identification, and matching sounds to letters. For children who are ready, we begin to read simple words. Story time is held daily and a Library area is provided everyday.

Writing – Children start with the scribble stage, an important part of the writing process, and progress towards writing words. As progress is made, children begin to realize the words they write are words that can be read.

Math – Manipulative activities, counting, matching, sequencing or sorting activities are provided. Number recognition and beginning addition are also explored.

Fine and Large Motor Skills – Activities involving cutting, drawing, and tearing as well as running, jumping, skipping, bouncing balls, etc. are offered to strengthen motor skills.

Music and Movement – Children are encouraged to sing along, listen and move to a variety of music.

Free Play – Children are allowed to choose individual activities, be creative and dramatic, or get involved in small group games.

Arts and Crafts – Children are encouraged to do their own creative work. A few art projects require listening to directions however; the staff encourages the child's own free design and interpretation.

Science, Health and History – Experiments with colors and water are performed. The children learn about plants, animal life, good health habits, hygiene, manners, and safety issues. We also explore our past and different cultures.

Although the staff believes the above areas are important, a positive self-image, the ability to play socially, listen and follow directions, speak to others, cooperate, share and respect others are equally important. As stated earlier, the staff works to praise the process and encourage the child's progress and try not to praise the final product. Through praising the product, a child may feel they have mastered the task and fail to work towards further improvements. A majority of our activities are interactive and hands-on as this is how preschool children learn best. Therefore, your child will not bring home a large amount of paperwork.

Classrooms

Depending upon enrollment, classroom size can vary between 8-10 children. We can legally have 10-12 children in a classroom. Should we place 13 children in one classroom; the classroom will have two teachers. Since each teacher has their own unique personality and talents, as do the children; we allow the opportunity for your child to work with more than one teacher through our team teaching. Although your child will be assigned a head teacher, they will at times be allowed to work with other teachers and with other children coming at that time period. Teacher and classroom assignments will be sent home the first day of school.

Daily Schedule

A.M.		P.M.
9:00 - 9:15	free play	2:15 -12:30
9:15 - 9:40	music and movement	12:30 -12:55
9:40 - 9:55	activity time	12:55 – 1:10
9:55 - 10:15	restroom/snacks	1:10 - 1:30
10:15 -10:30	recess	1:30 - 1:45
10:30 -10:45	story time	1:45 - 2:00
10:45 -11:05	activity time	2:00 - 2:20

11:05 -11:15
11:15 -11:30

clean-up
Bible story time

2:20 - 2:30
2:30 - 2:45

Extended Day Program

Your child will need to bring a nonperishable sack lunch so marked with their name. Drinks will be provided, they are required to have milk (unless allergic) for lunch. By state health department requirements, your child must have the following in their lunch: at least one item from 1-4 (1) meat, poultry, fish, egg, cheese, cooked, dried peas or beans, or peanut butter, (2) 2 fruits, 2 vegetables, or one of each, (3) bread, bread product or cereal and (4) milk. Children it is mandatory that you follow these guidelines. Reminders will be sent home if you fail to follow the guidelines. Your child will need to bring a toothbrush that will be kept in a sanitary way here at school. Toothpaste will be provided.

Withdrawal from the extended Day Program requires a two-week notice. You may enroll your child in the Extended Day Program at any time during the school year; however, space is limited and provided on a first-come basis.

Extended Day Schedule

11:30-12:00	outside play
12:00-12:40	restroom, lunch and brushing of teeth
12:40-12:50	story time
12:50-1:15	quiet play and nap time (as needed)
1:15- 2:00	activity time and free play
2:00-2:15	outside play
2:30	dismissal

Newsletters

A monthly newsletter and calendar will be sent out to keep you informed of what the children will be learning, specific upcoming events and snack schedule for the month. If you do not receive one by the first of each month, please let me know. A copy of the newsletter and calendar will be posted. Progress reports and parent/teacher conferences will be provided. However, please feel free to talk with your child's teacher about any concerns at any time.

Snacks

As just mentioned, the snack schedule will be included with the monthly newsletter. Every effort will be made to coordinate birthdays with the snack schedule. Along with the snack, we ask that you send either water or milk. A list of snack ideas will be furnished along with amounts needed.

Keeping in Touch

It is important to us that we address any concerns or questions you may have. The Redeemer Lutheran Preschool's phone number is 780-9912. Please use this number whenever you need to talk with staff, to let us know if your child will be absent, etc. We may not be able to answer during class time, so please leave a message. If an emergency occurs during class time and you must talk to us immediately, please call the Redeemer Lutheran Church office at 764-2359. You may also find information about the

preschool by getting on the web site for the church. Once on the website, a preschool heading will appear at the top of the page, click which link under the heading you need.

A school directory of addresses and phone numbers will be sent home within the first few weeks of school. If you do not want your information published, please inform the Director in writing.

Confidentiality

It is the policy of Redeemer Lutheran Preschool to maintain confidentiality in matters that relate to the student. Student progress, both academic and behavioral, will not be discussed with anyone other than the student's parent(s)/guardian(s).

Parent Grievance

The goal of all parties involved in a grievance should be to treat each other with Christian love and patience. A grievance should be resolved at the lowest level of authority. If a parent/guardian has a grievance, the teacher involved should first be consulted. If the grievance is not addressed to the parent/guardian's satisfaction, the Director should be consulted, followed by the Preschool Committee, Children's Ministry Team and Church Leadership Council.

Parent Involvement

Parents have the opportunity to become involved at their child's school in a number of ways. A sign up sheet will be given out at the beginning of the school year for you to select where you feel your time and talents will be best suited to assist the preschool.

What is Needed?

Your child will not need any supplies. Please do not send toys to school with your child, unless it is a Show & Tell day. Show & Tell days are listed on the school calendar. Your child may bring a backpack to help carry their work home. All items such as backpacks, coats, hats, etc. should be marked with your child's name. If your child is prone to accidents, you may want to send an extra pair of clothes with them to be kept in their backpack. Please dress your child in clothes they can handle easily and that require little teacher assistance (belts, suspenders, snap crotches, etc. are not easy to handle).

Please make sure anyone bringing or picking up your child understands these policies.

Classroom Management

All children from time to time will misbehave. Redeemer Lutheran Preschool's first goal is to teach the value of good behavior and to show empathy towards others by practicing and reinforcing desired behaviors. It is important for children to realize the impact their behavior has on others. Our staff will first help them to make better choices and redirect or remind of rules. However, should undesirable behaviors occur, our staff disciplines children according to the six-step program of the Think Space, which was developed by Calvin and Carolyn Richert. Redeemer Lutheran Preschool encourages you to follow the same program at home.

1. Calmly and patiently take - never send a child to the Think Space.
2. Allow the child to finish inappropriate behavior in the Think Space without guilt or repression.
3. Help the child to think about how to respond the next time: i.e. help them look forward to better choices in the future.

4. Instruct child to leave the Think Space when they are finished thinking and are ready to cooperate.
5. Look for a change of attitude, demonstrated by willing "cooperation."
6. Guide the child to repair damaged relationships and/or physical property as they exit the Think Space.

My own favorite verse for disciplining children is from Proverbs 19:18. Discipline your children while they are young enough to learn. If you don't, you are helping them to destroy themselves.

Redeemer Lutheran Preschool regards discipline as a means of teaching self-control. When discipline problems arise, redirection will be our first means of correction. Next, we will follow the guidelines set forth in The Think Space by Calvin Richert. Parents will be informed of discipline problems. In the event a student deliberately and persistently disobeys the teacher and exhibits behaviors involving harassment, social misconduct, physical or emotional abuse to others, destruction of property and cannot be controlled; the student may be excluded or suspended at the Director's discretion. Expulsion shall be the responsibility of the Preschool Committee. All parents prior to their child starting school must sign a discipline policy form.

Opening and Dismissal Times

Doors will open at 9:00 a.m. for the morning classes and at 12:15 p.m. for the afternoon classes. We understand that circumstances arise when on occasion your child may need to be dropped-off early. Please make arrangements with the Director for early drop-off. There will be a minimum \$3.00 charged. Even though a fee is charged for early drop-off, it is still a privilege and should not be abused. Late pick-up also causes problems as the staff has very little time between classes. Children who are not picked up on time hinder the staff's ability to prepare for the afternoon and still have time for lunch. The late fee of \$.50 for every minute will be strictly enforced. At dismissal, if someone is not there to pick up your child he/she will be released to the director, and you will be considered late. You will sign out on a late pickup form and your fee will need to be paid at that time or the next school day. Please call if you know you will be late, this will relieve the director from making unnecessary phone calls. In the event someone not on your child's application form needs to pick your child up, please send a written note stating they have your permission to pick up your child. In emergency cases, you may call and give the Director permission to release your child to someone not on your application form. A photo ID from that person will be required before the staff releases your child.

Drop-off and Pick-up Policy

In order to insure your child's safety and also your peace of mind, we require an adult to bring your child into the building. Please park in a stall and walk your child into the building. Do not park in the drive-up lane and come into the building as this ties up the traffic flow. At dismissal, please park in a parking stall and come into the building to pick up your child. Parents are asked to wait outside the classrooms until the doors are opened at 11:30 a.m. or 2:45 p.m. Please DO NOT enter the classrooms early. When doors open you may enter the classrooms and retrieve your child. Parents or an authorized adult will need to sign your child out of class. Staff will not release students to siblings ages 15 and younger. Siblings over 16 must either be on the student's application form or have a written statement from you giving the staff permission to release your child to them. Exceptions to this policy will be made at the discretion of the Director (e.g., those with handicaps, other children ill in the vehicle, etc.).

School Cancellations

Redeemer Lutheran Preschool will be cancelled when the Olathe School District #233 cancels school due to severe weather. Listen to your radio or television for school closings. The Director may close the preschool in case of inclement weather developing after 7:00 a.m. or in case of funerals or other special events taking place at the church.

Field Trips

Due to the enormous responsibility/liability placed upon Redeemer Lutheran preschool and its staff for off-site transportation of students, an adult will be required to transport your child and attend all field trips. In the event an adult cannot accompany your child, your child may not participate in the field trip. Please watch your monthly newsletters for field trips or presentations by guests. The Kid's Day Out program does not participate in field trips.

Teacher Workdays and Recording Days

During days when the children are in attendance, the teachers are busy setting or cleaning up their rooms and filling out daily evaluation forms. Little time remains to make lesson plans, prepare items necessary for lesson plans, set goals, fill out conference forms, and plan special events held throughout the year. Teacher workdays are important to provide a quality program. Most workdays will be set up before school begins and during Christmas break, however, it is impossible for us prepare student evaluations at these times, so a couple of days during the year will be used for this purpose.

Lutheran Grade Schools

The following area Lutheran Grade Schools are part of the 2,100 schools operated by congregations of the Lutheran Church – Missouri Synod.

Hope Lutheran Elementary School
6308 Quivira Road
Shawnee, KS 66216
Rick Hanebutt, Principal
913-631-6940
www.hopelutheran.org

Hope-Bethany Lutheran School
9101 Lamar Avenue
Overland Park, KS 66207
Cory Emily, Assistant Principal, Pam Nummela, Director of Christian Ministry
913-648-2228
www.bethanylutheran-op.org

Christ Lutheran School
11720 Nieman Road
Overland Park, KS 66210
John Skilton
913-754-5888
www.clcop.org