

PARENT HANDBOOK 2016-2017 SCHOOL YEAR



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*The Mission of
Prince of Peace Lutheran School is . . .*

TO SHARE THE GOSPEL
OF JESUS CHRIST
IN WORD AND DEED
THROUGH EXCELLENCE
IN EDUCATION
WITH YOUNG CHILDREN
AND THEIR FAMILIES



*Prince of Peace Lutheran School welcomes all children and does not
discriminate on the basis of race, color, or national or ethnic origin.*

PRINCE OF PEACE LUTHERAN SCHOOL
PARENT HANDBOOK
2016-2017

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THE PHILOSOPHY OF EDUCATION AT PRINCE OF PEACE LUTHERAN SCHOOL

We believe that . . .

- + children are gifts from a loving God
- + children grow and develop at unique and individual rates, often unrelated to chronological age
- + children's play and engagement are fundamental to their growth, development and learning
- + children need experience in making choices
- + children are active participants in their own learning
- + children learn from one another
- + children flourish in an environment based on trust

We believe that children learn most effectively with a professional faculty and staff who . . .

- ~ are dedicated to teaching, nurturing and loving all children
- ~ are knowledgeable and experienced in early childhood growth and development
- ~ are committed to ongoing professional staff development
- ~ are joyful and genuine in their ministry to children, their families, their colleagues, and the Prince of Peace Community
- ~ are supportive of children's individual differences and learning styles
- ~ are privileged to grow a community of caring learners within the classroom

We believe that a child's early and first school experiences help form the foundation for a lifetime of learning. Our faculty and staff believe it both an honor and a privilege to be in partnership with parents as their children embark upon their first journeys into formal education. We believe that families are the first and best teachers for their child's learning experiences. It is within the circle of a child's family that children can learn about the world and can learn the love of their Father in heaven. It is through experiencing school as "another ripple" in the ever-widening circle of their world that children continue to learn about attachment, trust, and community, and continue to develop a "disposition for learning" [Lillian Katz]. Experiencing the love of Jesus from adults and children other than those in their own families, provides an increasingly larger picture of the ripples of God's love for them. Prince of Peace is honored with the trust that families give us when they invite us to become a circle in the lives of their children, in the life of their family.

We believe in fostering a child's growth, development and learning in all the domains of learning, i.e., social and emotional, intellectual and language, spiritual and physical. We believe that all children grow and develop on a continuum and we know that in that continuum we accept and celebrate the range of individual differences that occur.

PHILOSOPHY CONTINUED . . .

We know from experience that children are always learning. We believe in learning that is integrated and "goes deep" and is meaningful for young children. We are convinced that "hands-on, minds-on" learning happens when children are invited and engaged, and encouraged (as individuals and in groups) by teachers to be curious and thoughtful, wondering and imaginative, and caring and kind. We believe, as does the American Academy of Pediatrics, that children grow and learn and flourish within the context of play, espoused long ago by Jean Piaget. We are convinced that not only success and competency, but also true joy and delight in reading and writing and speaking are grown and flourish in environments that encourage playfulness and invention. As advocates and practitioners who want to encourage learning for a lifetime, and nurture the disposition to read and write and converse, we embrace the research and the position statements of the International Reading Association.

We believe that careful observation, thoughtful inquiry, and lively discourse in a community of learners who care for and encourage one another in respectful, positive ways, generate and support learning that "sticks and stays," and makes a difference in the learning lives of children, of families and of staff. At Prince of Peace, children learn through a variety of opportunities and interaction, through materials and activities, in a setting in which Jesus ~ the Savior promised and sent by His Father and our Father ~ is at the heart of not only the curriculum, but of our life together.





A WORD ABOUT OUR ACCREDITATION

Prince of Peace Lutheran School is accredited by National Lutheran Accreditation

Accreditation through NLSA is one that we intentionally and deliberately chose because it best describes, matches, and affirms the kind of educational setting and services offered by Prince of Peace Lutheran School as a quality choice for parents with young children.

A national and international accreditation agency for elementary schools for many, many years, NLSA has initiated and developed an accreditation that specifically addresses early childhood settings ~ including preschool and kindergarten programs like ours. NLSA directs a rigorous national accrediting process designed to evaluate schools based on their unique purpose as Lutheran schools. It helps schools evaluate not only the quality of the academics and programs, but also ~ most importantly ~ the spiritual dimension of the school.

The mission of Prince of Peace Lutheran School has always been "to share the Gospel of Jesus Christ in word and deed through excellence in education with young children and their families." It is very compelling to know that NLSA is an accrediting body that not only recognizes the energy, the time, the resources, the planning and the commitment of this faculty and staff to that mission: NLSA intentionally celebrates that mission and the many efforts to accomplish it.

With an accreditation through NLSA, we highlight our focus of creating a community of learning that has Christ and His good news as its core. We let our light ~ God's Light ~ shine for all to see. The standards of NLSA match our mission and vision, our program, and the expectations and commitment that we as a faculty and staff have for teaching young children ~ and for learning ourselves ~ in a Christian setting.

The accreditation process itself and the subsequent annual reporting studies encourage us to do what we always endeavor and accomplish so well - to work as a dedicated team considering, reflecting, and improving where necessary so that we can indeed be the best place and the best people serving young children. NLSA is just one more concrete acknowledgment and proof to parents of our joyful commitment to the young children who come to us and to the families who entrust us with their dearest treasures.

PRINCE OF PEACE LUTHERAN SCHOOLS

PROGRAM GOALS AND OBJECTIVES



Principles of Learning

The following are general assumptions held for all children at Prince of Peace Lutheran School. These principles guide staff and faculty in planning programs based on the understanding that significant and enduring learning for young children:

- + is an ongoing, total process through which learners come to know the world
- + is an active, interactive endeavor
- + is individually planned and paced
- + must be concrete and sensory-based
- + moves from the concrete to the abstract
- + occurs when it connects with prior learning
- + occurs when it influences the behavior of the learner
- + is dependent upon the total well-being of the learner

Objectives within Developmental Areas

Because Prince of Peace Lutheran School believes that fostering learning in children is supporting their growth and development, the school's learning objectives relate to each of the developmental areas. These learning objectives are planned for all children attending Prince of Peace Lutheran School and are cited with the understanding that they will be met in age-appropriate and developmentally appropriate ways, with an attention to individual differences. Teachers plan the environment, gather learning materials and resources, and design learning opportunities to meet the following objectives.

Physical Motor Objectives are met when children:

- ~ develop skills and strength in coordination of movement
- ~ evidence fluidity and economy of movement
- ~ feel comfortable and enjoy a variety of motor activities and pursuits
- ~ develop skills and a lifelong disposition for body movement, exercise, and sports
- ~ develop a respect, liking and caring for one's own body

Spiritual Objectives are met when children:

- † assume there is a trusting relationship with a loving God
- † experience this relationship as reflected in their own interactions with adults and others
- † experience the interactions and modeling of staff as representative of their relationship with a loving God
- † feel loved and honored and cherished by the God who made them
- † communicate care and concern, kindness, helpfulness, and forgiveness to one another as a "friend of Jesus" the Savior
- † begin to experience prayer as "talking to God"

Aesthetic Objectives are met when children:

- ♪ investigate and explore music including singing, instrumentation and listening
- ♪ explore, examine and experiment with a variety of art materials
- ♪ develop a life-long disposition for creating and appreciating music, art, drama, and dance
- ♪ seek art, music, drama and dance opportunities as ways to communicate and express ideas, feelings, questions, wonderings, and interests
- ♪ experience music, art, drama and dance as individuals and in a group

Social/Emotional Objectives are met when children:

- ♥ enjoy and anticipate coming to school
- ♥ feel safe and happy in a place other than home, with adults other than their parents
- ♥ flourish as individuals and as members of a group
- ♥ adopt the notions of respect and esteem, forgiveness, and optimism for themselves and others in a community of caring
- ♥ seek to help others in effective and empathetic ways
- ♥ seek appropriate interactions with others
- ♥ are able to initiate, enter and sustain successful play situations
- ♥ forge friendships and successful relationships
- ♥ seek intervening help from trusted adult facilitators

Cognitive Objectives are met when children:

- ★ develop and pursue interests and curiosities
- ★ seek to ask and respond to questions
- ★ seek to solve problems and undertake challenges
- ★ begin to address problems themselves, and in partner and group situations
- ★ want and like to learn and teach things about themselves and their world

Language Objectives are met when children:

- ◇ use words with adults and with their peers to communicate their wants, feelings, and thoughts
- ◇ have opportunities to develop speaking, listening, reading and writing skills
- ◇ develop a love of and a disposition for conversation, books and storytelling



OUR CURRICULUM AT PRINCE OF PEACE LUTHERAN SCHOOL

The Prince of Peace Lutheran School Curriculum is designed to follow our philosophy of education and fulfill our mission ~ *to share the Gospel of Jesus Christ with young children and their families through excellence in education* ~ in our school community.

Our understanding of curriculum is one that is informed by constructivist theory and the Reggio approach. This view is one in contrast to curriculum planning based solely on a behaviorist theory that sees learning as a transactional process and understands curriculum as a product that is "covered" or "delivered" rather than created.

Rather, we believe curriculum is a complex, kinetic process and that deep and meaningful learning occurs in communities of learning that are influenced by the dynamic interaction of teachers, children, materials and the environment. Together, these participants and components create learning communities that value play as an important vehicle for learning, and that recognize and appreciate children's curiosity, interests and desire for connection and an active role in their own learning. We view and celebrate these dispositions towards learning in children as true assets and strengths. We cherish each child as a gift from a loving God, and we view our teaching as a profession, a ministry and a calling that honors, treasures and supports children in their learning. At the core of our curriculum is Christ's love for us, a love that prompts us to love one another as He loved us in active, concrete and dynamic ways.

In creating and planning curriculum, we believe that . . .

"Curriculum is a verb, not a noun. Curriculum is never fixed, linear or unchanging. It is constantly emerging out of children's needs and interests, embracing new ideas and directions, and letting go of those things that are no longer useful. It cannot be duplicated year after year, it is not something that can be put on a shelf and stored, but is created in response to the particular dynamics of a specific group of children. It is a process that is constantly inventing and reinventing itself."
~ Curriculum Is a Verb, Not a Noun, 2005

Prince of Peace Lutheran School curriculum planning occurs as:

- **Monthly School Faculty and Administrative Staff Meetings** bring teachers and administrators together for opening devotions and prayer, for sharing stories of children's learning and our responses, to review calendar events, and to celebrate birthdays and milestones in each other's lives with a monthly luncheon. Several times during the year, in addition to the director or specialists on our staff who guide professional growth and development in a number of areas, a guest speaker is invited. Areas of study and ongoing interest include; emergent literacy; learning challenges for children; the ChildFind process; the aesthetic arts and music as prompting spiritual growth and development; gross and fine motor growth, development and learning; nutrition; and documentation of learning and teaching.
- **Monthly Curriculum Team Meetings** bring together the Preschool and Kindergarten Team Leaders, the Principal, and the Administrative Staff to discuss goals and calendar events for the upcoming month. These meetings always begin with a devotion and prayer and fellowship with lunch. They precede the monthly Team Planning Meetings so that information can flow in a timely fashion and the larger plans having to do with the calendar and other circumstances can be relayed and discussed.
- **Monthly Preschool Team Meetings** bring together the Team Leaders with the teachers on the respective teams [Twos, Threes and Fours] to discuss goals, to brainstorm, to share ideas and to create learning webs for the upcoming month. In addition, this group of colleagues serves to support one another with prayer, with shared ideas and strategies, and with materials and equipment, as well as with suggestions for identifying and meeting challenges. Again, the sharing of devotions and food begin these meetings.

- Monthly Kindergarten Team Meetings bring together the Kindergarten Teacher [the Team Leader] the other specialists who teach PE, Art and Music, and the principal together to look at learning objectives and standards of learning for kindergarteners, as well as to review the progress of each child, particularly noting challenges and celebrations. The team is graced with a thought from scripture, a reading and a prayer as it begins each meeting.
- An Annual Faculty and Administrative Staff Retreat gathers this ministry staff for continued early childhood education, for spiritual renewal and refreshment, and for collegial and professional growth and fun, food and fellowship. The director and other specialists typically serve as the retreat leaders and offer a number of spiritual growth opportunities including prayer, opening and closing services of music and readings, in addition to exploring our yearly theme and educational emphases for children.
- The yearly Curriculum Team Retreat brings those serving on the Curriculum Team [team leaders and administrators] together to collaborate and learn from each other while they review curriculum goals and learning strands for each of the age areas, review policies, reflecting on the year past, plan for teachers, children and families for the upcoming school year, and brainstorm long-range goals. Again, devotional and prayer time is a typical component of this gathering throughout the year.
- Training Sessions for Teaching Assistant Staff are conducted at orientations and in-services at the beginning of the year, as well as three to four times during the school year; to equip this staff with the learning needed to meet expectations for best practices in the classroom, for encouragement and support in understanding "the Prince of Peace way," and for fellowship and devotion.



AN UNDERSTANDING OF DISCIPLINE AT PRINCE OF PEACE LUTHERAN SCHOOL

Discipline is the act of nurturing children to become disciples

Discipline is guidance. It is a way of teaching positive alternatives and behaviors that foster success. Our learning environment at Prince of Peace Lutheran School is structured and carefully facilitated to insure that children see themselves as important members of a kind and caring learning community. As a community of learners, we expect and encourage appropriate behaviors for all children. Our staff, informed and guided by appropriate expectations for children according to their different ages and stages of development, scaffold and support the growing social and emotional intelligence of children, while they nurture children's spiritual selves by loving them and by growing the awareness that together we are all becoming loving followers ~ disciples ~ of Jesus.

Structures that support these growths include:

- a) Physical arrangement of the learning space
- b) Teacher observation, intervention and modeling
- c) Age-appropriate expectations, schedules, transitions, and materials

We know that children are in the process of ongoing growth and development. Young children have insufficient understanding about how to act maturely in all the complex situations of life. Because they have not yet developed the ability to balance their own needs with those of others, "mistaken behaviors" occur. Children need models that can be their "walking windows" to help them frame and view the world with the perspective of being God's people. At Prince of Peace Lutheran School, teachers use a variety of strategies to help the young child replace mistaken behaviors and grow new appropriate behaviors.

Those strategies include but are not limited to:

- o positive suggestions
- o redirection of activities
- o logical consequences of behaviors
- o and reinforcement of appropriate behavior

Above all, teachers share the commitment to create and sustain a school community that sees mistaken behavior in young children as an opportunity to teach appropriate, engaging behaviors; courtesy, compassion, and kindness; and forgiveness and fresh starts.

Teachers, in partnership with parents, are the primary guides for acceptable and appropriate behaviors. Our own words and our own actions, help children develop and grow: a conscience, and the inner sense of right and wrong; a passion for justice; a spirit of Christ-like empathy, love and forgiveness, for themselves and for others; a sense of commitment to becoming better disciples, with a desire to encourage others in that walk; and a strong disposition to live a faith-filled, Christ-like life. To become persons with these qualities, children need to feel safe within their environment, secure with the adults who care for them, and aware of the structures and boundaries that are set in place for them. Those assurances of safety, of security, and of our love and forgiveness and confidence, together with Jesus' love and forgiveness free all children ~ from the most noticeable to the most quiet ~ to learn, to grow, and to flourish in the learning community as God's own children, as brothers and sisters in Christ.

Train up a child in the way he should go and when he is old he will not depart from it.

~ Proverbs 22:6

Families Involved in our School Home ~ F.I.S.H.



At Prince of Peace Lutheran School,
We may have Pandas and Butterflies, Ladybugs and Dolphins . . .
Koalas and Hummingbirds, and Puppies and Kittens . . .
there may be Turtles or Foxes . . .
Lions or Owls. . .
and last but not least . . .
it's possible you might see Zebras, Lambs and Kangaroos, too!

F.I.S.H. is your chance as a parent to be in a "class of your own!"
F.I.S.H. is our family organization at Prince of Peace . . .
We hope you can "catch" the spirit!

Just like your children's classes, the focus of **F.I.S.H.** is . . .

- 🐟 To help you make **CONNECTIONS** of friendship
- 🐟 To build and sustain **COMMUNITIES** of learning and caring among our families
- 🐟 To encourage **COMMUNICATIONS** which are helpful and effective

AND ALL IN THE SPIRIT OF GOD'S LOVE!

If you have a child at Prince of Peace, you belong here, too! If you . . .

- 🐟 Like to network
- 🐟 Enjoy meeting people
- 🐟 Have a gift of hospitality and helping everyone feel welcome and included
- 🐟 Like to connect old friends with new friends
- 🐟 Like to organize but still have fun

Then . . .

Stay tuned to learn more about Families Involved in our School Home!

You do not have to be a small fish in a BIG pond . . . You can be a BIG F.I.S.H. in our POP pond!



SNACK TIME



Snack Time is a special time at school. It is not just an opportunity to share food, but also an opportunity to spend time and to talk with friends.

It has been the practice at Prince of Peace that, on a rotating basis, each child brings a snack to share with his or her classmates and teachers. As we increasingly know from the literature, lifelong healthy food habits and attitudes are formed by early childhood experiences. As caring, nurturing, and teaching adults in children's lives, our own attitudes and habits significantly influence how a child comes to learn. When it is your turn to bring snack for the whole class, your child will bring home a Snack Bag. Attached to this bag are suggestions for snacks when you are considering "what to bring." Please take these suggestions to heart. The list is compiled with two things in mind: 1) a consideration to health and nutrition; and 2) our own experience with snacks that are convenient and enjoyable.

A large part of fostering an awareness of health and well-being for children in their eating experiences must also take safety into account. We know that serving young children the ordinary hot dog sliced into circles (instead of semi-circles) or a drink in a glass container are not responsible behaviors for adults. Increasingly, attention to food-related allergies is a big consideration in insuring the health and safety of all children. No caring adult wants to jeopardize a child's health.

With this in mind, in addition to snack suggestions, I would like to draw your attention to the *Policy on Snacks at Prince of Peace* written and put into place in the 1996-97 School Year by our School Board (next page). It is important for all of our school community to read this carefully and caringly. While you may not have a child who evidences food allergies, I trust that as conscientious and caring adults you will understand and support our efforts to insure the safety of these children, of your children, of all children. If you do have a child who has food allergies, I trust that you will find this reassuring to your peace of mind.





Prince of Peace Lutheran School Board
Gary Leeling, School Board Chairman

TO: All Prince of Peace Lutheran School Families
FROM: Gary Leeling, School Board Chairman
SUBJECT: School Board Policy - SNACKS
(Effective since September 1996)

We strive to be a NUT-FREE and PEANUT-FREE school, because of this; it is the policy of the School Board that peanuts and all tree nuts are not permitted as snacks for schoolchildren.

Due to the uncertainty and impossibility of consistently identifying ingredients that could trigger an allergic response, it is the policy of the School Board that **children with food-related, life-threatening allergies that require emergency medication are required to bring their own snacks.**

It is with confidence in the faculty and staff that the School Board makes these policies. Helping children learn about foods and shared times is part of a curriculum for life. Helping children, parents and their teachers feel safe at all times and places of the school day is critical to creating a learning community. The members of the School Board have complete confidence that with these policies in place, with the strong partnership between parents and teachers, and with the clear understanding of appropriate practices, the faculty and staff at Prince of Peace Lutheran School can insure not only the safety of all children, but also positive, happy snack experiences for them.



SNACK SUGGESTIONS FOR OUR TWO YEAR OLD PROGRAM

We are advocates for healthy food choices for children. We encourage and request nutritious snacks for your child's snack time at preschool. Please use this as a guide to planning tasty and nutritious snacks. Remember to keep things simple! The monthly snack list will state the number of children and teachers in the class. Water is always served daily with snacks, please do not bring juice.

VEGGIES ~ (Please send in ready to serve)

Broccoli, Carrots, Celery, Cauliflower, Red, Green or Yellow Peppers and Cucumbers
Veggies are also fun and tasty with dips! (salad dressings, etc.)

FRUIT ~ (Please wash fruit ~ Apples & Bananas can be cut in the classroom)

Bananas, Oranges, Pineapple, Apples, Kiwi, Melons, Strawberries, and
Applesauce in cups, Seedless Grapes (please slice in half)

BREADS ~ (Whole grains make a healthy choice)

Mini Bagels w/cream cheese Mini Muffins Breadsticks
Breads/Loaves w/butter
Crackers (Grahams, Wheat, Goldfish) and Pretzels (check packaging)
A variety of Cereal Mixes/Chex Mixes (remember **NO nuts**)

DAIRY ~ (Low fat varieties make a healthy choice)

Cheese sticks or slices (please no cubes)
Yogurt drinks or cups (please no tubes)

PLEASE ALWAYS CHECK PACKAGING CAREFULLY FOR ANY TRACES OF NUTS!

PLEASE DO NOT BRING ANY OF THESE ITEMS AS SNACKS!

× Candy of ANY kind!

× Fruit gummies/roll-ups × Cupcakes × Cookies

× Cakes (including Birthday Cakes) × Popcorn

× Marshmallows

× Peanut Butter × Nuts of any kind



SNACK SUGGESTIONS FOR OUR THREE YEAR OLD PROGRAM

We are advocates for healthy food choices for children. We encourage and request nutritious snacks for your child's snack time at preschool. Please use this as a guide to planning tasty and nutritious snacks. Remember to keep things simple! The monthly snack list will state the number of children and teachers in the class. Water is always served daily with snacks, please do not bring juice.

VEGGIES ~ (Please send in ready to serve)

Carrots, Celery, Cauliflower, Red, Green or Yellow Peppers
Cucumbers or Broccoli

Veggies are also fun and tasty with dips! (salad dressings, etc.)

FRUIT ~ (Please wash fruit ~ Apples & Bananas can be cut in the classroom)

Bananas, Oranges, Pineapple, Apples, Kiwi, Melons, Strawberries, and
Applesauce in cups, Seedless Grapes (please slice in half)

BREADS ~ (Whole grains make a healthy choice)

Mini Bagels Mini Muffins Breadsticks Sliced Breads
Crackers (Grahams, Wheat, Goldfish) and Pretzels (check packaging)
A variety of Cereal Mixes/Chex Mixes (remember **NO nuts**)

DAIRY ~ (Low fat varieties make a healthy choice)

Cheese cubes, sticks or slices and Yogurt (drinks, tubes or cups)

PLEASE ALWAYS CHECK PACKAGING CAREFULLY FOR ANY TRACES OF NUTS!

PLEASE DO NOT BRING ANY OF THESE ITEMS AS SNACKS!

× Candy of ANY kind!

× Fruit gummies/roll-ups × Cupcakes × Cookies

× Cakes (including Birthday Cakes) × Popcorn

× Marshmallows

× Peanut Butter × Nuts of any kind



SNACK SUGGESTIONS FOR OUR FOUR YEAR OLD PROGRAM

We are advocates for healthy food choices for children. We encourage and request that you send nutritious snacks for your child's snack day at school. Your child will be helping to serve the snack, so please keep things simple! The monthly snack list will state the number of children and teachers in the class. Please use this as a guide to planning tasty and nutritious snacks. Water is always served daily with snacks, please do not bring juice.

VEGGIES ~ (Please send in ready to serve)

Carrots, Celery, Cauliflower and Red, Green or Yellow Peppers
Cucumbers or Broccoli
Veggies are also fun and tasty with dips! (salad dressings, etc.)

FRUIT ~ (Please wash fruit ~ Apples & Bananas can be cut in the classroom)

Bananas, Oranges, Pineapple, Apples, Kiwi, Melons,
Strawberries, Applesauce, Seedless Grapes

BREADS ~ (Whole grains make a healthy choice)

Mini Bagels, Mini Muffins, Breadsticks, Bread & Butter, Pretzels
A variety of cereal mixes (remember **No nuts**), Crackers (graham, wheat, goldfish)

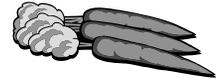
DAIRY ~ (Low fat varieties make a healthy choice)

Cheese (cubes, string, sliced) Yogurt (drinks, tubes, cups)

PLEASE ALWAYS CHECK PACKAGING CAREFULLY FOR ANY TRACES OF NUTS!

PLEASE DO NOT BRING ANY OF THESE ITEMS AS SNACKS!

- × Candy of ANY kind!
- × Fruit gummies/roll-ups × Cupcakes × Cookies
- × Cakes (including Birthday Cakes) × Popcorn
- × Marshmallows
- × Peanut Butter × Nuts of any kind



SNACK SUGGESTIONS FOR OUR KINDERGARTEN PROGRAM

We are advocates for healthy food choices for children. We encourage and request that you send nutritious snacks for your child to enjoy during snack time in Kindergarten. Your child will be helping to serve the snack, so please keep things simple! The monthly snack list will state the number of children and teachers in the class. Please use this as a guide to planning tasty and nutritious snacks. Water is always served daily with snacks, please do not bring juice.

VEGGIES ~ (Please send in ready to serve)

Carrots, Celery, Cauliflower and Red, Green or Yellow Peppers,
Cucumbers or Broccoli
Veggies are also fun and tasty with dips! (salad dressings, etc.)

FRUIT ~ (Please wash fruit ~ Apples & Bananas can be cut in the classroom)

Bananas, Oranges, Pineapple, Apples, Kiwi, Melons,
Raisins, Strawberries, Applesauce, Grapes- any color

BREADS ~ (Whole grains make a healthy choice)

Mini Bagels, Mini Muffins, Breadsticks, Bread & Butter, Pretzels
A variety of cereal mixes (remember **No nuts**), Crackers (graham, wheat, goldfish)

DAIRY ~ (Low fat varieties make a healthy choice)

Cheese (cubes, string, sliced) Yogurt (drinks, tubes, cups)

PLEASE ALWAYS CHECK PACKAGING CAREFULLY FOR ANY TRACES OF NUTS!

PLEASE DO NOT BRING ANY OF THESE ITEMS AS SNACKS!

- × Candy of ANY kind!
- × Fruit gummies/roll-ups × Cupcakes × Cookies
- × Cakes (including Birthday Cakes) × Popcorn
- × Marshmallows
- × Peanut Butter × Nuts of any kind



BIRTHDAY CELEBRATIONS AT PRINCE OF PEACE

A child's birthday is a wonderfully special day. At Prince of Peace Lutheran School, you will find that we certainly want to recognize a child's birthday. We ask that you follow these important guidelines:

** INVITATIONS

For a variety of reasons, we ask that you **DO NOT distribute birthday party invitations at school**. Please refer to the class roster, which gives you the mailing addresses of the children in your child's class.

** BIRTHDAY SNACKS AND TREATS

As you know, we strive to provide children with healthy food choices here at school. Please **DO NOT bring cupcakes, candy, or birthday cakes as a birthday snack**. Also, please **DO NOT send in party favors or party bags or balloons to school**. Thank you!

** BIRTHDAY CUSTOMS IN SCHOOL

Please be sure and check with your child's teacher as to her wishes and plans for birthday celebrations. She will have some great ideas for you.

Our school loves to celebrate children's birthdays! In our experience, we know that the above guidelines work very well with young children in a school setting. We thank you and appreciate your support as we celebrate your children!





EXCLUSION SYMPTOMS

Reasons to keep your child home from school

One of our commitments to you is to provide a safe and healthy environment in which your child can fully learn. In order to accomplish this, it is important that we all think about and care for one another. **Little people who come to school sick are not ready to learn and can make other little people sick!** If your child is sick and exhibits symptoms that concern you or could be contagious, please be a wise and caring parent, mindful of the welfare and well-being of your own child and of all children in our school, and keep them home, even if they want to come to school!

ABSENCES FROM SCHOOL. We appreciate hearing if your child will not be in school on a particular day. Please call the School Office at (703) 451-6177 to notify us if your child will be absent. When leaving a message, please state: your child's name, your child's teacher, and the reason for the absence. We will alert your child's teacher when hearing from you. Should your child contract a contagious disease such as chicken pox, head lice, or strep throat, *please notify the school as soon as a diagnosis has been made.* Again, we appreciate your thoughtful consideration for the health of your own child, as well as that of all the children here at Prince of Peace.

HEALTH CARE PLANS INCLUDING ALLERGIES

Parents or Guardians enrolling a student with a health condition, health-related need, or specific health care procedure that affects the school day, should contact the Principal or Registrar prior to starting school, so that a health care plan can be arranged.

WHEN TO STAY HOME

Students with symptoms such as rashes, lethargy, watery and/or inflamed eyes, fever above 101°, sore throat, vomiting, or diarrhea should stay home until symptoms are no longer present or a doctor evaluates and determines whether or not they are contagious. The Fairfax County Health Department recommends that children remain home fever-free for 24 hours after an illness prior to returning to school.

RETURNING TO SCHOOL

Some illnesses, rashes, pink eye, impetigo, ringworm, etc. can be passed from one student to another. To protect all children we may require a note from a physician from any child with symptoms of these illnesses, stating they are no longer contagious and can return to school.

Written Protocols can never be so well outlined and up-to-date that they will answer all questions regarding exclusion for every possible situation. There are too many diseases and an almost infinite number of special circumstances. Should you have questions or concerns about your child's health and readiness for school on a particular day, please call the School Office. We are glad to be of help.



SECURITY AND SAFETY AT PRINCE OF PEACE LUTHERAN SCHOOL

The safety of children at Prince of Peace is a paramount concern for all of us. Limiting access to our facility is a significant factor in keeping our facility a safe place. We have a number of measures in place to maintain the security of Prince of Peace Lutheran School.

Please be aware of and abide by the following:

- ✓ Entry to the school, including kindergarten, all preschool classes and the School Office, is through the glass doors at the main School Entrance. Please do NOT use any of the side doors for school entry, they are exit doors only.
- ✓ If you park on the "Giant Grocery" side of the building, you may enter the glass doors to the Church Lobby and walk past the Sanctuary and the Church Offices, out the exit door at the end of the hallway, and down the steps to the main School Entrance.
- ✓ There is no access to the school via the inside staircase to the right of the Church Lobby doors. The security door, located across from the Youth Room, will be activated and armed from arrival of staff and during all school hours, until our departure in the afternoon. Please do NOT enter through this security door.
- ✓ Once the front school doors are locked after arrival time, visitors and late arrivals will need to gain entry by using the front door bell.
- ✓ Some classes may be designated to use the outside doors leading into the side play yards for end-of-the-session pickup. You will be notified if this will be the procedure for your child's classroom. Please use the doors suggested.
- ✓ Please remember to update your Transportation Permission Information Form and inform the School Office when special circumstances occur. **No child will be dismissed to any person not authorized by his or her parent.**
- ✓ **Never leave a child or children unattended on our playgrounds, in your car or anywhere at any time! It is against our School Policy and can be a reportable offense!**



THE EMERGENCY ACTION PLAN AT PRINCE OF PEACE LUTHERAN SCHOOL

The Faculty and Staff at Prince of Peace Lutheran School seriously regard its commitment to ensuring the safety, security, and well-being of each child attending our school. We want to assure our school families that there are a variety of response and action plans in place to insure their children's safety during their school sessions, and to address emergency and crisis situations that may arise during these times.

From having designed and implemented a school-wide security system that regulates access and entry to the building; to training onsite personnel in MAT (Medication Administration Training), First Aid, CPR, and EMAT, AUVI-Q™ (Epipen Administration); to planning for shelter-in-place during extreme weather conditions and other emergencies, we have prepared and planned to protect and care for the children in our care. Making certain that the School Office has all the information necessary for children with special medical needs and allergies helps us keep all children safe.

In addition to having specific plans for addressing a variety of emergencies, we have a system for notifying parents when they need to be alerted. It is critically important that parents and guardians provide the school with current and accurate contact information so that in the event of a child's injury, illness or other emergency, we will be able to reach you immediately. Cell phones are helpful tools for quickly and easily reaching parents, but they need to be turned on, fully charged, and with you for them to insure ready access!

Thank you for helping us with this and for making certain that your **Emergency Care Information Form**, as well as the other forms on file, are current and accurate. It is from information given there that we are able to reach you as soon as possible should your child sustain an injury or manifest an illness. It is also from that form that we develop our Emergency Email Contact System in preparation for a school-wide emergency.

We regularly conduct fire safety and emergency drills and practices with staff and with children so that we will be prepared to move quickly, surely, and non-anxiously to our designated "safe spot." Just as you most likely do with your family in your own home, we have designated safe areas to gather and meet depending on the situation. All rooms have primary and secondary exit routes posted. For more information on specific plans for emergencies, please check with the School Office.



OUR INCLEMENT WEATHER POLICY

When Fairfax County Schools **close due to weather conditions**, Prince of Peace Lutheran School will also close.

Emergency weather conditions that call for a change in school hours during the school day will be announced on all local radio stations and will also be included on your television on Channel 21.

If a FCPS **late opening** is announced, our Kindergarten will begin at 9:15 a.m. and dismiss as usual at 12:00 p.m. Our Preschool will begin at 9:30 a.m. and dismiss as usual at 12:00 p.m. Late openings do not affect our afternoon schedule of 12:30 p.m. to 3:30 p.m.

If an **early closing** is announced prior to our afternoon program starting, Prince of Peace School will cancel all afternoon classes. If the afternoon program has already started, we ask that parents, childcare providers, and carpoolers pick up children as soon as they hear of the early closing.

If the weather is such that you feel uncomfortable driving your children to school, please do not bring them that day. If your child is already at school and the weather seems to be getting worse, please come and pick up your child. We always want you to be safe rather than at risk in dangerous driving conditions.





A NOTE ABOUT OUR TOTE BAGS

At the beginning of the school year, your child received a special Prince of Peace Lutheran School Tote Bag.

This is an important item for your child to bring to school EVERY time he or she comes to preschool or kindergarten classes. Tote bags are special, personal mailbags that are designed to bring important things from us here at school to you.

Tote bags will bring these things home to you:

- ★ Your child's artwork, writings and projects
- ★ Weekly Newsnotes and other messages from your child's teacher
- ★ Curriculum Letters from your child's teaching program Team Leader
- ★ Letters from the Principal
- ★ Invitations to POP School and Church events
- ★ Messages from F.I.S.H., our school-parent network

Please check your child's bag EVERY day when you talk about the school day. You will not want to miss any important messages or creations! Remember, too, that not everything your child "creates" in the course of a school day can fit into his or her tote bag. You will hear about and see amazing block buildings, all-class projects, and dramatic play adventures in other ways!

NOTE: All correspondence items that go into your child's tote bag are reviewed by the School Office prior to being duplicated and distributed. Respecting this means of communication as one between the school and a family, and appreciating safety and privacy issues, *we want to assure and remind you that **only authorized school staff and personnel have permission to put items in students' tote bags.***

SPECIAL REMINDER: In light of the above and as indicated elsewhere in this Parent Handbook, birthday party invitations and other notes **MAY NOT** be placed in students' tote bags. Please do not send tuition payments in your child's bag. Tuition payments may be sent in the mail, left in the white mailbox outside of the front doors, or brought in to the School Office. Thank you for both your cooperation and support.

Prince of Peace Lutheran School

You should know . . .

. . . How to make suggestions or offer ideas for improvements

Since 1969, Prince of Peace Lutheran School has continued to strive for excellence in fulfilling its mission of serving young children and their families. We want our school to be "The Best Place" for you and your child, and for all children. We have a number of avenues to help insure this. When you have suggestions for improving our school, have questions, or are pleased with innovations, please do not hesitate to tell us. You are always welcome in the School Office. Feel free and welcome to offer your ideas, inspirations, comments and suggestions in person or on paper addressed to your child's teacher and/or the Principal and Administrative Staff. For suggestions relating to school policy and procedures, in addition to sharing them with your teacher and the principal, you are also invited to place your suggestions in the **School Board Suggestion Box**, located just outside of the School Office. For ideas and suggestions about the program offerings and activities for parents and families, an additional contact to all of the above is our school family organization, F.I.S.H. The school will also distribute a Parent Survey to you for completion at least once during the course of the school year.

. . . How we address and negotiate differences

Sometimes, despite all good will and best intentions, difficulties and challenges occur. Even honest attempts to communicate and share information with one another in effective and successful ways sometimes fail. It is our earnest endeavor here at Prince of Peace to address these differences when they do happen. If you need to voice a concern, please know that your child's teacher may be the very best "first place" to go. While there are annual parent and school conferences scheduled, your child's teacher is available at other times too. She invites your questions, your comments, and your concerns, and looks forward to a strong partnership with you as you work together to offer vital growth and learning experiences for your child. She is happy to talk with you by phone or will make arrangements for a special conference. The next step would be to contact the Principal. She is ready and willing to listen and to help with difficult situations.

Additionally, our School Board is the "final step" for reviewing and responding to issues of policy and those concerns that have not been resolved otherwise. You are welcome to contact the School Board for Prince of Peace Lutheran School.

. . . How we review student enrollment

It has been our experience that school families and Prince of Peace Lutheran School together make every effort to determine that our school is the "best match" for each child enrolled. Despite these efforts, circumstances may emerge that indicate the placement is not the best, and that another educational setting would better serve the needs of a child and/or his family.

Our school will work together with families to best decide how to meet children's growth, development and learning needs and challenges. If, after conversations and meeting with one another, either a family or the school determines that a child's learning needs cannot be appropriately and adequately addressed here at Prince of Peace, we will work together to find alternate educational settings and services for that child.



THE RELIGIOUS EXEMPTION STATUS AT PRINCE OF PEACE LUTHERAN SCHOOL

Prince of Peace Lutheran School has a religious exemption from licensure. In compliance with the Code of Virginia regarding exemption from licensure, we are to disclose specified information to families in our program.

Section 63.1-196.3 of the Code of Virginia exempts child day care centers operated under the auspices of a religious institution from licensure. If a child day care operated under the auspices of a religious institution is not licensed, certain documentation must be filed annually with the Department of Social Services. In addition, the Code of Virginia outlines the additional requirements that the exempt child day center must meet, including disclosure. These items include criteria for hiring of faculty, location, capacity, and insurance coverage.

When interviewing and hiring new faculty, Prince of Peace considers the following criteria:

- ◇ Prior experience with young children
- ◇ A background in the field of early childhood education
- ◇ Abilities to plan for and support young children in their learning and interactions
- ◇ An understanding of both age- and developmentally- appropriate practices
- ◇ A tender, caring concern for children and a desire to work with young children
- ◇ An ability to effectively interact with other adults, including colleagues and parents
- ◇ A willingness and commitment to continued professional growth and development
- ◇ An active religious affiliation and a dedication to spiritual growth and development

Prince of Peace Lutheran School's facilities are attached to the lower level of Prince of Peace Lutheran Church. There are nine classrooms in addition to an Administrative Office, a Music and Art Classroom, and an Indoor Playroom. The fenced playground areas are located in four separate locations around the school. The early childhood education buildings are located on the south side of the church building and are in excellent condition. Our school facilities were completed in January, 2000.

Prince of Peace Lutheran School is allowed to enroll 175 children per half-day session. It is an annual requirement that all Prince of Peace Lutheran School Faculty and Staff be certified by a practicing physician to be free from any disability which would prevent them from caring for children. We ask all of our Faculty to maintain current certificates in First Aid, CPR and PMAT. We have several staff members MAT (Medication Administration Training) trained, allowing for those children needing oral prescription medication during school hours.

Prince of Peace Lutheran School is covered by liability insurance with Prince of Peace Lutheran Church through Brotherhood Mutual Insurance Company.

OUR TUITION POLICY AND SCHEDULE 2016-2017

	Monthly	Second Child (5%)	Church Member (15%)
2 1/2 YEAR OLDS			
2-day class	\$265.00	\$252.00	\$225.00
3-day class	\$375.00	\$356.00	\$319.00
3 YEAR OLDS			
2-day class	\$225.00	\$214.00	\$191.00
3-day class	\$295.00	\$280.00	\$251.00
4 YEAR OLDS			
3-day class	\$295.00	\$280.00	\$251.00
5-day class	\$415.00	\$394.00	\$353.00
5 YEAR OLDS (Kindergarten)			
5-day class	\$495.00	\$470.00	\$421.00

The following information relates to School Board Policy on Registration and Tuition Payments for Preschool and Kindergarten: A non-refundable Registration Fee will be collected for all children at the time of registration each year. No additional fees are charged for supplies or activities during the school year.

Preschool Registration - \$180.00

Kindergarten Registration - \$230.00

PRESCHOOL ~ Tuition at Prince of Peace Lutheran School is an annual tuition, with Christmas and Easter vacations factored in. Since our children attend school from September through May, we have divided the annual tuition into nine equal payments. Your first payment is collected in advance and is due on or before May 1, 2016. This payment will be applied to your account, and used as your final monthly payment. Should you need to withdraw your child before school starts, you must submit written notification to the School Office **before July 1, 2016** in order to receive a refund of your Advance Tuition. Should you need to withdraw your child during the school year, you must submit written notification of your withdrawal **AT LEAST** thirty days prior to your anticipated departure. Once appropriate documentation is received by the School Office, your Advance Tuition Payment can be used as your final monthly payment. Payments are due on the first day of each month beginning September 1, 2016. A late fee of \$25.00 will be charged for any payment received after the 10th of each month.

KINDERGARTEN ~ Tuition at Prince of Peace Lutheran School is an annual tuition, with Christmas and Easter vacations factored in. Since our kindergarten children attend school from September to June, we have divided the annual tuition into ten equal payments. A non-refundable Security Deposit equal to one month's tuition will be collected at the time of registration. This deposit will be used as your June 2017 tuition payment. An Advance Tuition Payment equal to one month's tuition will be collected in May and will be used as the May 2017 payment. Regular monthly tuition payments begin in September and continue through April. Payments are due on the first day of each month beginning September 1, 2016. A late fee of \$25.00 will be charged for any payment received after the 10th of each month. Should you need to withdraw your child during the school year, please submit written notification of your withdrawal **AT LEAST** thirty days prior to your anticipated departure.



SCHOOL FAMILY CALENDAR 2016-2017 School Year

September

6th ~ "Meet Your Teacher Time" Kindergarten & Preschool

7th ~ "Meet Your Teacher Time" Preschool

First day of Kindergarten (8:45 AM - 12:00 PM)

8th & 9th ~ First days of Preschool

Four Year Olds attend full sessions:

AM session (9:00-12:00)

PM session (12:30-3:30)

Abbreviated sessions for Twos and Threes ONLY:

AM session (9:00-10:00 or 10:30-11:30)

14th & 15th ~ First full day of Preschool for Three Year Olds

16th ~ First full day of Preschool for Two Year Olds (MWF)

19th Back to School Night for Parents of Two Year Olds, 7:00-8:00 PM

20th ~ First full day of Preschool for Two Year Olds (T-TH)

26th ~ Back to School Night for Parents of Kindergartners, 7:00-8:00 PM

October ~ Chapels begin for Kindergarten and Four Year Olds Classes

7th ~ Fairfax County Student Holiday - NO SCHOOL

10th ~ Columbus Day Holiday - NO SCHOOL

11th, 12th, 13th ~ Back to School Night for Parents of Preschoolers

November ~ Chapels begin for Three Year Olds and Two Year Old Classes

7th & 8th ~ Parent and Teacher Fall Conversations - NO SCHOOL

23rd, 24th, 25th ~ Thanksgiving Holiday - NO SCHOOL

30th ~ 6:00PM, "HIS Family Time", Children's Advent Worship Service,
followed by dinner hosted by the School Faculty and Staff

December

7th ~ 6:00 PM, "HIS Family Time", Children's Advent Worship Service

14th ~ 6:00 PM, "HIS Family Time", Children's Advent Worship Service,

16th- Jan 2nd ~ Christmas Holiday - NO SCHOOL

January

- 3rd ~ School resumes
- 4th & 5th ~ Pre-registration information meetings with Cindy Deatherage
- 9th ~ "In the Garden" Kindergarten Registration Information Evening, 7:00 PM
- 11th ~ In-House Registration for next year begins today at 9:10 AM
- 16th ~ Martin Luther King Jr. Day - NO SCHOOL
- 20th ~ Fairfax County Student Holiday - NO SCHOOL
- 27th ~ Community Open House from 1:00 - 3:00 PM, invite your friends!

February

- 6th ~ Fairfax County Student Holiday - NO SCHOOL
- 20th ~ Presidents' Day - NO SCHOOL

March

- 1st ~ 6:00 PM, "HIS Family Time", Children's Ash Wednesday Lenten Worship, followed by dinner hosted by the School Faculty and Staff
- 6th & 7th ~ Parent and Teacher Spring Conversations - NO SCHOOL
- 15th ~ 6:00 PM, "HIS Family Time", Children's Lenten Worship Service, followed by dinner
- 24th ~ Fairfax County Student Holiday - NO SCHOOL

April

- 5th ~ 6:00 PM, "HIS Family Time", Children's Lenten Worship Service, followed by dinner
- 10th - 17th ~ Easter Vacation - NO SCHOOL (Includes Easter Monday)
- 18th ~ School resumes

May

- 25th & 26th ~ Last days of Preschool
- 29th ~ Memorial Day Holiday - NO SCHOOL

June

- 16th ~ Last day of Kindergarten

This calendar provides a broad overview of the school year for long range planning purposes and is subject to change. You will receive updated and more detailed information throughout the year. Thank you.