

Lord of Life Lutheran Preschool



HANDBOOK

August 2022

Vision Statement

Lord of Life Lutheran Preschool exists to help families provide a quality, Christ-centered education.

As an extension of Lord of Life Lutheran Church, Lord of Life Lutheran Preschool will:

1. Provide an education that is Christ-centered.
2. Provide a quality, developmentally appropriate education.
3. Be staffed by personnel who are academically qualified and who know the importance of the Word of God in a student's life.

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¹ Revised August 2022

OUR PROGRAM

(CS 4.1)

Our program is based upon the belief that play is the best way for children to learn. The children will be introduced to a balanced program of interaction with friends, in both teacher-directed and child-directed experiences. The daily schedule includes free choice of time. This time is spent in learning centers, group times for creative movement, music, storytelling, and dramatization. We will strive to enhance each child’s natural curiosity and love of learning. Our school will provide opportunities for each child to master tasks that are appropriate to his or her individual level of development and to prepare for kindergarten.

We use Christ Light for our Bible curriculum. The Bible stories covered are from both the Old and New Testaments and give an overview of God’s plan of salvation for a sinful world.

Our academic curriculum, Zoo Phonics, meets all Common Core Standards, is a multisensory approach based on phonics and phonemic awareness. We use it to align with Colorado’s Early Learning and Development Guidelines.

We are happy to accommodate languages other than English. We will use a translation app to interpret meetings.

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NON-DISCRIMINATION POLICY

We are all loved by God, and Christ died and rose again to pay for the sins of ALL people throughout the world. All people are precious in His sight. Therefore, Lord of Life Lutheran School admits students of any race, color, religion, national and ethnic origin to all rights, responsibilities, privileges, programs and activities made available to the students of the school.

POLICIES AND PROCEDURES

Every school has plenty of rules and procedures and Lord of Life Lutheran School is no exception. While it is not necessary that every student and parent agree with every rule or procedure listed here, there is an expectation that parents and students will abide by all the policies of the school while enrolled here. Out of love for our Savior and out of love for your child, we pray that a spirit of cooperation will exist between home and school.

COMMUNICATION

(CS 2.1 and 6.1)

We feel that good communication between the students, their parents, the school, and the congregation is vital to what we are together trying to accomplish. We have therefore established an open-door policy for all staff and faculty. Please feel free to come to your child's teacher with any questions or concerns you might have. Out of respect for the teacher's workload, we ask that you schedule a time

to meet. If the teacher is unavailable, or you feel uncomfortable speaking to the teacher, please feel welcome to speak with the principal, a member of the School Board, or the pastor.

We will make every effort to keep you as informed as possible of what is happening in your child’s classroom, in the school, and in the congregation. Look for a weekly newsletter to give information about the weekly plans and Bible lessons. Your teacher will also send notes home regarding special events or items of particular note for the class.

Children in our program for two or three years will have the same peer group and teachers. Please let us know of any problems as soon as possible.

FAMILY ENGAGEMENT

(CS 2.3)

Lord of Life will offer opportunities for families to get to know each other. Some of the events include:

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| Back to School Night | Valentine’s Party |
| Daddy/Daughter Dance | Easter Egg Hunt |
| Trunk or Treat | Muffins With Mom |
| Christmas Service | Graduation |

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ENROLLMENT

We welcome all children in the community to attend our school. Enrollment priority will first be given to returning students, siblings and church members.

The following are required for enrollment:

- a. Online registration using Early Learning Ventures
- b. Immunization Certificate, signed by health care provider
- c. Health Evaluation, signed by health care provider
- d. \$100 Registration Fee per child

HOURS OF OPERATION & RATES

Half Day Hours: 8:30-11:30 a.m.

Full Day Hours: 8:30 a.m.-3:15 p.m.

# of Days per Week	Half Day Annual Rate	Full Day Annual Rate
2	\$1730	\$3560
3	\$2600	\$5300
4	\$3500	\$7100
5	\$4200	\$8500

Rates subject to change

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GROUP SIZE

(CS 4.4 and 4.3)

Each classroom will keep a ratio at or below one teacher to nine students or lower.

BASEC PROGRAM *(Before and After School Extended Care)*

(C.S. 4.5)

Care for children who must be dropped off more than 15 minutes before school starts or picked up more than 15 minutes after school ends is available through our BASEC program.

Before School Care: 7:00-8:00 a.m.

After School Care: 3:30-5:30 p.m.

All students will be charged \$7.00 an hour.

TUITION PAYMENTS

Tuition payments will be collected by FACTS Management Company. Tuition is withdrawn from your designated bank account monthly on a date you have selected. The only way to opt out of monthly withdrawals is to pay tuition as 1 full payment in August or 2 half payments in August and January.

Tuition is based on the schedule you have chosen; regardless of how many days he/she actually attends school

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that month. No deductions are made for absences, illness, vacation, or snow days. Tuition rates are uniform every month. To keep the class in ratio, we will not be able to switch days or provide “make up” days.

WITHDRAWAL

If you need to withdraw your student, please contact the preschool director and school secretary with the last day of attendance. FACTS withdrawals will be terminated following completion of tuition payments for dates attended.

WORSHIP PARTICIPATION

We recognize and believe that worshipping our God on a regular basis as a family is vitally important. All students and families are strongly encouraged to attend worship services and participate in Bible study and Sunday school weekly. The school children will sing periodically during the Sunday morning worship services.

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DAILY SCHEDULE

A sample daily schedule for a preschool class is as follows.

8:00 - 9:30	Arrival and free time/small group
9:30 - 9:50	Bible lesson and duties
9:50 - 10:15	Snack
10:15 - 10:35	Books and letter/number activity
10:35 - 10:45	Teacher lead Physical Activity
10:45 - 11:30	Recess Dismissal outside

SCHOOL CALENDAR

Preschool will follow the same schedule as Lord of Life Lutheran Grade School. You will be given a calendar at registration. The calendar can also be found on the school website. Reminders will also be in the weekly class newsletter emailed by the teacher and the school newsletter emailed by the principal.

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PARENT/TEACHER MEETINGS

(C.S. 2.4, 2.5, 2.7, 2.9)

You will be asked to meet with your child's teacher at least three times during the year.

1. August - This can be a home visit or you can come to the school. We will discuss transitions from home to school, schedule, discuss Colorado's Early Learning Development Guidelines, and take a first day of school picture.
2. October - to discuss the first progress report and goals.
3. February - Our kindergarten teacher will host a Kindergarten Roundup.
4. April - to discuss the final progress report and transition to the next level.

STUDENT SUCCESS

(C.S. 2.15, 2.16)

Lord of Life Preschool has an agreement with the Early Childhood Partnership of Adams County (ECPAC). We will work with ECPAC to provide any services a child may need to succeed. All specialists are welcome in our classrooms to help the child meet developmental milestones so that children with any needs can be included in our school.

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ASSESSMENTS

(C.S. 4.10)

Each child will be given assessments when enrolling. A portfolio will be kept of these assessments along with work samples and photographs. You will receive this folder at the end of the school year.

ANNUAL PARENT SURVEY

(C.S. 2.10)

You will receive a survey in the spring. Please return it to help us improve our program. Results of the survey will be published in our weekly newsletter and to our school board.

SIGN IN/OUT

Children will only be released to the name given on the sign in/out sheet. If the teacher doesn't know the person picking up the child, the parents will be called and ID will be required. Parents are asked to give the number where they can be reached in case of illness or injury.

ABSENCES AND TARDINESS

On days when your child will be absent or tardy, please notify the school office as soon as possible. The phone number is **303-457-2408**. If there is no answer please leave a message.

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EMERGENCY SCHOOL CLOSING

If the school is closed due to weather or any other regional emergency, you will receive a text message from Early Learning Ventures. Be sure to enter a current phone number when you register. You will also receive an email from the director.

WEATHER

Children and teachers participate in outdoor activities every day. We will go outside for recess if the weather is 20 degrees or above or 90 degrees or below. Please dress your child appropriately.

CLASS TRIPS

Children may take field trips allowing them to experience and do things first-hand. These will be arranged by your child's teacher as the year progresses. There may be some costs incurred to you to help pay for these trips. Parents will be responsible for their child's transportation for these trips.

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DRESS REQUIREMENT

Children are asked to wear clothes for play and painting. We will play outside whenever possible when the temperature is 20-90 ° F. Please be sure that your child has appropriate attire. All children are asked to bring an extra set of clothing in case of an accident.

COMMUNITY RESOURCES

(C.S., 2.14. 2.12, 5.1, 5.2)

Our preschool keeps a list of parent resource materials on the bulletin board between the classrooms. The list contains information about mental health services, dental care, Child Find, low income help, CHP+, Colorado Health Services, and more.

Lord of Life collaborates with community service providers, in order to increase early intervention for children who have a delay in any area of development. Lord of Life provides any information that would aid in meeting outcomes/goals of Individual Family Service Plans (IFSP), Individual Education Programs (IEP), School Readiness Plans, Individual Learning Plans. If the Lord of Life staff recognizes, through one of the assessment tools utilized to evaluate development, that a child might have a delay in one of the developmental areas, the parents are consulted. The family is then referred to the appropriate agency (i.e. Child Find, Community Reach, JFK Center, North Metro, etc.) depending on the suspected delay who will be able to specifically assess development in that

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area and provide support to the family. Families who are referred will receive the appropriate agency's contact information from their child's teacher. Lord of Life staff will fill out any referral forms that the receiving agency requests and a copy of those completed forms will be given to the parents.

Lord of Life staff is willing to provide support in the classroom to the best of our ability and training.

DISCIPLINE

We believe in a positive approach to discipline where children are given choices encouraging conflict resolution and acceptable behavior. Children not making appropriate choices will be redirected. A child may be placed in a quiet area (time out) for a period of one minute per year in age or until they are ready to rejoin the group.

Lord of Life Preschool reserves the right to refuse service to anyone at any time. If it is determined that a child is being disruptive, destructive, disrespectful, has repeated discipline problems, or is endangering themselves or others, we may ask that you come pick up your child and possibly find other childcare. If a child exhibits this behavior, a meeting will be held with the Director, parents, and teacher to discuss ways to help prevent and improve behavior. If a child is sent home three times, childcare will automatically be terminated immediately after the third time. In severe cases where a child intentionally causes great harm or destruction you will be asked to pick up your child and find alternative care without giving another chance.

PERSONAL ITEMS

We ask that children do not bring items from home for general play. For comfort reasons, a favorite **SMALL** stuffed toy or blanket may be brought to help ease the transition from home to school and for naps.

SNACKS AND BIRTHDAY TREATS

Children are asked to bring their own **HEALTHY** snack to school each day. The school will keep a “back up” supply so no child is left out during this social time.

Birthdays are a special time and a special treat is a wonderful way to celebrate. Please notify the teacher of your intentions.

ANIMALS IN SCHOOL

Students are not permitted to bring pets of any kind to school, unless it is part of the teacher’s lesson plans.

CLASSROOM VISITS

We invite you to visit our classes at any time. We want you to be a part of the program. If you wish to organize special activities for holidays please talk to the teacher.

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EMERGENCY DRILLS

Emergency drills at regular intervals are required by law and are important for safety precautions. These drills may scare children. Parents will be informed when a drill has been performed so the children can talk about it at home.

TRANSLATORS CS 2.1

The staff at Lord of Life will meet the language needs of each family by first using people from our congregation. We also use the TARJIMLY app to help with our communication needs.

MEDICINE

If your child is required to take medicine during school hours, it will be stored and administered in accordance with the rules and regulations of the Colorado Division of Childcare. The staff is certified to administer medication and under the guidance of a nurse consultant.

COUNSELING

Our school and church are here to help and serve you in any way possible. Please remember our pastor is happy to visit with you ANY time.

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Complaints/Concerns

Please remember to take any complaints or concerns to the teacher first and then the school and church. For additional information or to report a concern regarding an abusive situation contact Front Range Child Social Service at 303-404-5708. You may also consult the Colorado Office of Child Care Services, 1575 Sherman St., Denver, CO 80203 or call them at 303-866-5859. We are required by law to report all suspected cases of child abuse or neglect to the Department of Social Services.

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Health Resources

A COMPLETE RESOURCE GUIDE FOR ADAMS COUNTY
IS FOUND ON OUR BULLETIN BOARD.

CS 2.14

Medical

Colorado Access 10065 Harvard Ave., #600
Denver, Colorado 80213

Metro Crisis Line: 1.888.885.1222

Connect for Health 1.855.752.6749

Kids First Health Care 4675 E. 69th Ave
Commerce City, CO 80022
303.289.1086

Dental

Children's Health Plan 1570 Grant St.
Denver, CO 80203
303.866.6946

Kids in Need of Dentistry 4201 E. 72nd Ave. Suite D
Commerce City, CO 80022
303.733.3710

Vision

LensCrafters-Gift of Sight 1281 E. 120th Ave.
Program Thornton, CO 80233



How Sick is Too Sick?

When Children and Staff Should Stay Home from School or Child Care

Evaluation of a sick child must consider which diseases are currently circulating among students, staff, and the community. Known exposure to cases or an outbreak of a contagious disease (including but not limited to those listed here), even without a confirmed diagnosis, may necessitate more stringent return to school requirements.

During Colorado's ongoing response to the COVID-19 pandemic, children and staff who have symptoms consistent with COVID-19 should receive testing, and follow the [COVID-19 isolation guidance](#) until testing is completed or if they test positive. If the individual tests negative for COVID-19, the individual should then follow the recommendations for their disease or symptoms using the below guidance.

There are four main reasons to keep children and adults at home:

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness is on this list, and staying home is required.



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Guidance for COVID-19 Symptoms	Child or staff member must stay home?
<p>COVID-19 symptoms which <i>must be fully resolved</i> before a child or staff member returns to school</p> <ul style="list-style-type: none"> Feeling Feverish, having chills or Fever (Temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher) Shortness of breath or difficulty breathing Nausea, Vomiting/Throwing Up Diarrhea (Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine) Cough⁴ 	<p>Yes - These symptoms are often present in individuals with COVID-19 and other contagious infectious disease, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a diagnostic test for COVID-19.</p> <p>When to seek emergency medical attention</p> <ul style="list-style-type: none"> Trouble breathing Persistent pain or pressure in the chest New confusion Inability to wake or stay awake Pale, gray, or blue-colored skin, lips or nail beds, depending on skin tone <p>These are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the child is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>If the test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, https://covid19.colorado.gov/isolation-and-quarantine. Further guidance for the school or child care can be found at https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance.</p> <p>If the test is negative AND the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication.</p> <p>⁴Students and staff may return if the cough is not fully resolved following discussion with a care provider.</p>
<p>COVID-19 symptoms which <i>must be improving</i> before a child or staff member returns to school or child care</p>	<p>Yes - These symptoms are often present in individuals with COVID-19, and a person with any of these symptoms (whether new or worsening from baseline) should receive a diagnostic test for COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and</p>





<ul style="list-style-type: none">• Sore throat• Runny nose or congestion• Muscle or body aches• Headache• Fatigue• New Loss of Taste or Smell**	<p>the child is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>If the diagnostic COVID test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, https://covid19.colorado.gov/isolation-and-quarantine. Further guidance can be found at https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc-school-guidance.</p> <p>If the diagnostic test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the COVID test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual may return to school as long as all symptoms are improving and cough, shortness of breath, fever, diarrhea and vomiting have fully resolved.</p> <p>**Loss of taste or smell can persist for weeks or months. This condition does not need to be resolved or improving before an individual returns to school or care.</p>
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Guidance for Symptoms Not Due to a Specific Disease, Following a Negative COVID Test	Child or staff must stay home?
<p>Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.</p>	<p>Yes - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<p>Fever Fever is a temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.</p>	<p>Yes - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
<p>Flu-like Symptoms Fever Sore throat Runny nose or congestion</p>	<p>Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>
<p>Vomiting/Throwing Up</p>	<p>Yes - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p>





Guidance for Specific Diagnosed Illnesses	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
COVID-19 (clinical diagnosis, symptoms without testing, or a positive diagnostic test)	Yes - children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE's isolation guidance . Guidance for schools and child care settings can be found here: https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools .
Fifth's Disease (parvovirus)	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, has uncontrollable drooling or is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli	Yes - children and staff may return to school or child care when cleared by the health department.
Herpes	No - unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	Yes - children and adults need to stay home until 24 hours after antibiotic treatment has started.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
Influenza	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Croup, RSV (Respiratory)	No - It is recommended that children and staff remain out of school or





Syncytial Virus)	child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner.
Other Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines).

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals. The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.
Colorado Department of Public Health and Environment. *Infectious Diseases in Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.
Colorado Department of Public Health and Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. October 7, 2020.

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