

**CHRISTIAN PRESCHOOL
of
ATONEMENT LUTHERAN
PARENT HANDBOOK**



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MISSION STATEMENT

The CHRISTIAN PRESCHOOL OF ATONEMENT LUTHERAN shares God's love through Jesus Christ in South Seattle. We assist and work together with parents to nurture and develop the whole child - spiritually, physically, intellectually, emotionally and socially.

OBJECTIVES

Provide Bible-centered materials and activities

Teach skills that affirm that children and parents in our community are precious gifts of God.

Offer a caring and safe environment that encourages creativity and discovery.

NON-DISCRIMINATION POLICY

THE CHRISTIAN PRESCHOOL OF ATONEMENT LUTHERAN admits children of any race, color, gender, national or ethnic origin to all rights, privileges, programs, and activities of the preschool.



REGISTRATION

Registration Fee: \$60 per child/\$75 per family

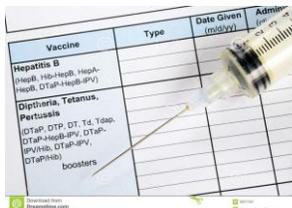
Classes are filled on a first come/first served basis according to the date of enrollment. If classes are full, a child's name can be placed on a waiting list to fill vacancies as they occur.

The preschool must receive a registration form for each child and an annual non-refundable registration fee to assure the child's place in the class.

ENROLLMENT

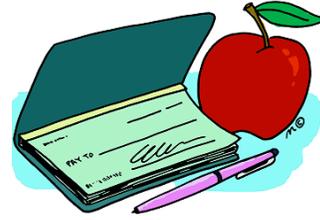
Monday through Friday (maximum 12 children during COVID-19)
8:45-11:30 A.M.

To enroll, a child must be at least **three-years-old by August 31** of the current year. Children **must be toilet trained**. While we realize an occasional accident can happen, we are not equipped to change diapers. It is important that your child be able to go to the bathroom independently before attending preschool.



We must have a current immunization form on file before a student may attend class.

TUITION **\$250/month**



- *Make checks payable to "CPAL"
- *Tuition is due on the **first** school day of the month
- ***After the 10th of the month there is a \$20 fee** and your child will not be able to attend class until the payment is made.
- *There is a **\$12 fee for returned checks.**
- *Our tuition is based on the cost of operating the school. There will be no refunds given for absences or no-school days. A month may have more or less school days than another month, but the tuition amount is the same.
- * The receipt you receive each month when you pay tuition should be kept for your tax purposes. The preschool office will not supply a separate statement.

DISCOUNTS

A **\$25 discount** will be given to the second child for families with more than one child enrolled for each of the ten tuition months, September through June. Members of Atonement receive a **\$25 discount** per child for each month. ***Please see the Director to request Financial Aid.***

WITHDRAWAL OF STUDENTS

Parents intending to withdraw a student must notify the Director at least **two weeks** prior to the date of withdrawal. If you do not notify the Director, your tuition will still be due. The Preschool Board shall determine the amount of refund due if applicable.

ARRIVAL/DEPARTURE



Please enter our parking lot from 8th Avenue. Do not enter from 128th Street. Please park your car in a designated space. Please do not pull up next to the building.

Adults and children over 2-years-old will wear masks as they wait outside on the walkway. Children will be screened for temperature and COVID-19 symptoms daily.

Written notice is required to release your child to anyone who is not listed on your registration form.

- *The door is unlocked at 8:40.
- *Please pick your child up at 11:30.
- *You will be charged a **late pick-up fee of \$1 per minute**, if your child is picked up after 11:35. If your child is picked up by a relative or daycare person, please make sure they are aware of this policy.

STRUCTURE/STAFFING

Preschool Committee

Our preschool is an arm of the Educational ministry of the church and congregation. The preschool's enrollment includes children of the congregation, children from other churches and children whose parents have no church affiliation.



The Preschool Committee provides guidance, decision-making on policy, and sees that the operation of our preschool is consistent with the doctrines of the Lutheran Church Missouri Synod. The Preschool Committee is a branch of the Board of Education, whose Director regularly attends meetings of the Board of Directors.

Atonement Lutheran Church also has a Sunday School and an annual Vacation Bible School for all children. Preschool families are welcome and invited to attend. The preschool curriculum includes a weekly chapel service for the children led by our pastor. Parents are invited to attend these services also. Our pastor is available to preschool families for any spiritual concerns.

Director

The Director oversees the operation of the preschool, handles administrative duties and parent-school relations. Any concerns about our program or staff should be brought to the Director.

Teachers

The Teachers plan, implement and evaluate the curriculum in accordance with the mission statement and objectives of the preschool and are responsible for classroom management.

Teacher Aides

The Teacher Aides assist the classroom teachers in the general supervision and management of the children.



GUIDANCE POLICY

We are committed to the physical, emotional, and spiritual care of your child. The Bible teaches that children, too, are sinners in need of the Savior Jesus. The foundation of our preschool is Christ's love for all children. Children in the preschool should feel that they are loved and accepted, because God loves. However, there will be times when a child needs guidance and support in developing respect, self-discipline, and responsible behavior. Our discipline focuses on guidance, education, and Christ-like care. To facilitate a healthy and nurturing environment, we use the following guidelines:

1. Prepare the environment so there are enough choices of activities and enough materials available for all the children.
2. Provide a program which has routine activities roughly taking place at the same time each session.
3. Identify boundaries of acceptable behavior in advance, making certain the child understands these boundaries.
4. Reinforce positive behavior.
5. When necessary, redirect a child to an appropriate activity or behavior. If necessary, and as a last resort, a child will be removed from the situation. The child will not be threatened, hit or shamed because of misbehavior.
6. When a child is removed from the situation, she/he will be reminded of expectations and allowed to return to the group when ready.
7. Offer the children choices. "You may choose a quiet indoor activity, or I can choose one for you." "You may sit quietly with all of us in Learning Circle, or you may sit across the room by yourself." This type of behavior modification places responsibility for behavior on the child, a step toward enabling them to make wise choices in their lives.
8. If concern regarding a child's behavior continues, teachers will keep a journal and describe each episode. These concerns would then be shared with the parents in a conference.
9. After a parent conference, if the concerns continue or escalate, recommendations for outside professional help will be made or another program suggested.

HEALTH AND SAFETY



Our preschool is a place for a well child, so please keep your child home if he/she is ill. We cannot accept children with any of the following symptoms:

fever	diarrhea	heavy nasal discharge
conjunctivitis (pink eye)	sore throat	unexplained rash
watery or red eyes	vomiting	swollen glands
lice		severe or persistent cough

Should a child become ill while at preschool we will notify the parents and the child will need to be taken home.

In the event a child contracts a communicable disease and exposes the other children, please notify the staff so other parents can be notified.

In the case of a medical emergency we will make an immediate attempt to contact a parent. If we can't reach a parent we will call the child's physician, if necessary we will also call an ambulance or paramedic at the parent's expense. NOTE: IT IS TO YOUR CHILD'S BENEFIT THAT YOU KEEP THE SCHOOL UP-TO-DATE ON ADDRESS, PHONE NUMBER, EMERGENCY NUMBERS AND OTHER PERTINENT INFORMATION.

The Preschool needs to be provided an Emergency Care Kit by the parents of each child. (See separate information sheet).

[Please read our CPAL COVID-19 SAFETY PLAN for more information.]



SNOW PROCEDURE

When the weather is snowy or icy, please check the news stations (TV, radio, or online). When the **Highline School District** is "closed" or has a "late start", we are closed.

CLOTHING

Dress your child in comfortable PLAY CLOTHES to encourage active participation in all activities. The clothing should be free of complicated fasteners so the child can be independent in the bathroom.



Children should always be dressed appropriately for the weather.

We go outside to play in all types of weather. Your child's name needs

to be placed on all outdoor clothing and other belongings, so the owner can be found. Shoes should have rubber soles. The children are less likely to slip in the classroom and outdoors with this type. **Sunday shoes, sandals, and cowboy boots are not practical for preschool.**

COMMUNICATION - EVALUATION - PARENT/TEACHER CONFERENCE

Parents are informed of the activities of the church and the preschool in a monthly newsletter/calendar and other information sheets. Newsletters and calendars are also posted on our website at atonement-lcms.org.

Parents are encouraged to visit the preschool at any time. The staff would like parents to feel welcome attending a classroom session during the school year to observe. [During COVID-19 outbreak, we are restricting visitors.]

It is important to discuss with the teacher anything that will help her to better understand a child. Various activities and events may have an impact on a child's growth and behavior, such as staying up late, having visitors, parent's separation or divorce, a parent away from the family, disruption in routine, an illness or death in the family, death of a pet, etc.

EVALUATION

Parents of children eligible for kindergarten will receive a written evaluation in January of their child's progress.

PARENT/TEACHER CONFERENCE

In May or June, one parent/teacher conference per child, with a written evaluation, will be scheduled for each child eligible for kindergarten.

Missed conferences may be made up at the discretion of the teacher.



SPECIAL EVENTS

Preschoolers thrive on routine. Each preschool day follows the same schedule. It gives the children an opportunity to feel comfortable with their surroundings when they can anticipate what is going to happen next. We do hold several special activities throughout the year for preschoolers and their families. [All of these Events are subject to change or cancellation, due to COVID-19.]

Orientation

At the beginning of the school year, an orientation will be held to acquaint families with our staff, program and facility. This is also a time for preschool families to interact. The students will have an opportunity to meet classmates in an informal setting. It will also be an opportunity for parents to ask any questions they might have about our program.

Worship Services

Children are scheduled to sing in Atonement's worship services two to three times each year. This provides for fellowship between preschool families and the sponsoring congregation.

Family Picnic

We will have an end-of-the-year family picnic at a local beach. Families are responsible for transportation and supervision at this event.



Programs



In December there is a Christmas Program scheduled for the last day before vacation during the preschool morning for friends and family. The children will share songs and recitations to tell the story of Jesus' birth.

On the last day of school in June there is a Closing Program during the preschool morning for friends and family. The children will share songs and recitations they have learned over the course of the preschool year. Refreshments will conclude the programs.