

# SHEPHERD OF THE VALLEY LUTHERAN SCHOOL PRESCHOOL HANDBOOK



2020-21 School Year

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# Mission Statement

Shepherd of the Valley  
Lutheran School exists to assist  
parents in our congregations  
and communities in their God-  
given responsibility to bring  
their children up “in the  
training and instruction of the  
Lord.” Ephesians 6: 4

Shepherd of the Valley Lutheran School is a shared  
Ministry of Bethel, Mt. Calvary and St. Luke  
Lutheran Churches.

# Teaching Philosophy and Purpose

## **Purpose**

Our purpose is to share with young children and their families the good news of God's love in Jesus Christ. Shepherd of the Valley strives to enrich the life of each child and nurture his growth in Christian love.

## **Preschool Objectives**

We aim to provide an environment which encourages the child to grow spiritually, socially, emotionally, physically and intellectually. To that end, we keep the following objectives in mind:

- \* To instill in each child the knowledge of God's love for him.
- \* To encourage the child to speak to God in prayer.
- \* To foster love and respect for all people.
- \* To help each child understand his feelings and how to cope with them in a God-pleasing manner.
- \* To help each child learn to enjoy the friendship of others, both children and adults, and within a group setting.
- \* To foster social interaction with other children.
- \* To help each child learn to work and play independently.
- \* To provide each child with opportunities to experience success.
- \* To inspire in each child a love of learning.
- \* To assist each child in proper muscular and motor development.
- \* To provide a variety of opportunities for creative expression.
- \* To provide for and to encourage good listening and speaking experiences.

- \* To strengthen family ties and help parents gain a better understanding of their children.
- \* To provide the security of gentle Christian discipline.
- \* To encourage a proper respect of personal property and belongings, as well as those of others.

## **Philosophy**

Shepherd of the Valley Lutheran Preschool believes that each child is a special, unique gift from God. He has given parents the primary responsibility for the raising of their children. "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4). We are pleased when parents enlist us to help in this God-given responsibility. We are prepared to support and encourage parents in this most important task.

We believe each child is a unique individual and encourage them to develop spiritually, intellectually, emotionally, and socially at his/her own rate. We strive to provide each child with a program based on current knowledge of child development and an understanding of each individual child's needs. The environment is safe and educational so that each child may develop to his or her full potential. The teachers and staff are positive role models for children so that the children receive Christian guidance and observe Christian behavior.

## **Non-Discrimination Policy**

Shepherd of the Valley Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to our students. It does not discriminate on the basis of race, color, national or ethnic origin in administering its educational or admissions policies, and athletic and other administered programs.

# **Schedules**

## **School Year**

Shepherd of the Valley Lutheran Preschool begins its school year the first Tuesday after Labor Day. We will follow the regular Shepherd of the Valley Lutheran School calendar as to vacations and legal holidays.

## **Class Times**

Preschool sessions are conducted Monday through Friday from 8:30-11:30. All sessions will be held at the Bethel Campus.

## **Arrival**

Children should be brought to the classroom by the person bringing them to school each day. Each child needs to be signed in each day by the person dropping them off. For security purposes, doors to the school will be unlocked at 8:15 (start time at 8:30) and locked again by 8:45 a.m. Late arrivals are to ring the bell and wait to be admitted. Please notify the office ([preschool@svls.us](mailto:preschool@svls.us)) or (725-1822) if your child will be late or absent.

## **Dismissal**

Children can be released only when the person picking them up comes to the classroom and signs them out. Children will be discharged only with persons listed on the Authorization for Pick-up Form. Anyone authorized to pick up a child must be prepared to show a valid driver's license or other photo ID. Parents should notify the teacher if a child is being picked up that day by someone on the Authorization for Pick-up Form.

For security purposes, doors to the school will be unlocked at 11:25 (end time at 11:30) and locked again by 11:45 a.m. Late arrivals are to ring the bell and wait to be admitted. Please notify the office ([preschool@svls.us](mailto:preschool@svls.us)) or (725-1822) if you will be late.

## School Closing

Shepherd of the Valley Lutheran Preschool will normally be closed in conjunction with Shepherd of the Valley Lutheran School and the Menasha or Kimberly School Districts during inclement weather. Watch Fox 11 WLUK. Look for “Shepherd of the Valley Preschool—Menasha”. In case of a two-hour delay, we will still have before care starting at 9:00 for your convenience.

## Dressing for Preschool

- \* Practical, durable and very washable clothing is best suited for preschool. Pants with elastic waistbands are preferred, to encourage bathroom independence, unless a child is able to button/snap/zip on his or her own.
- \* Children need to have appropriate clothing for going outside each day. Outerwear, such as snow pants and boots, should be **labeled** with the child’s name.
- \* Shoes should be practical for play (closed toe).
- \* Parents should supply an extra set of clothes for use in case of a toilet accident, etc. Please **label** and put in a Ziploc bag to be kept at school. Make sure to include a **shirt, pants, underwear and socks.**

## Snacks and Birthdays

Each child will bring their own snack to school each day. There will be a set time that they will eat their snack during the morning. At your home visit, the teacher will inform parents of any severe allergies of classmates that may affect what your child may bring for snack.

Children are welcome to bring a treat of their choice on the class day nearest their birthday. It **MUST** be a prepackaged snack item. Please make sure that you have enough treats for all the children.

# Enrollment

## Admission Requirements

- \* Children must be at least three years of age as of September 1. These dates coincide with the age requirements for the state of Wisconsin for children entering Kindergarten.
- \* All students must be fully toilet trained prior to the first day of preschool.
- \* Each child should have a completed medical form on file. Vaccinations should be up-to-date. An Immunization Record Form is required.

## Child Admission Forms

The following forms must be filled out and submitted to the preschool teacher prior to a student's first day of attendance:

- \* Registration/Emergency Contact Form / Health Information - This information will allow us to take action during a medical emergency.
- \* Authorization to Pick-Up Child Form—This authorizes pick-up by anyone other than a parent.
- \* Parent Consent Form

## Tuition

Tuition fees for two mornings Tuesday and Thursday is \$1,250, for three mornings—Monday, Wednesday, Friday program is \$1,830 and for five mornings program is \$2,860.



# Health and Safety

The teacher has been First Aid CPR/AED and blood borne pathogen trained.

## Medication

We will follow the Medication Administration Policy passed by the State of Wisconsin governing the administration of medications in schools. No medication of any type will be given to a child without the written consent of a parent.

## Illness

If your child's health is at all questionable, it is in the best interest of the child and the other children at school to keep them home. Please keep your child home if they show any of the following symptoms:

- \* fever
- \* diarrhea
- \* nausea or vomiting
- \* cough or sore throat
- \* skin rash or sores
- \* headache
- \* inflamed or swollen eyes
- \* head lice

**In order to return to school, your child must be fever free for 72 hours (without giving Tylenol). They also must be free of the symptoms above.** Please inform the school prior to class time if your child will be absent. You may email the Bethel Campus at [preschool@svls.us](mailto:preschool@svls.us) or call 725-1822. If your child becomes ill while at school, parents will be notified immediately and requested to make arrangements for transportation home.

## Fire, Tornado, and Lockdown/Safety Drills

Fire, tornado, and lockdown/safety drills will be conducted on a routine basis.

# Curriculum

Our Preschool will include a variety of educational opportunities aimed at the overall development of the child.

A typical daily schedule of activities may include:

## **Religion**

During Bible Time, children will learn about Christianity through Bible stories, Bible verses, Christian songs and prayer. We will be teaching the principles of Christianity on a child's language level so that they may come to know, love and serve God. By teaching the Bible through fun activities, children will find joy in learning God's Word and hopefully will share their love for the Lord with others.

We will be using the Christ Light curriculum. With this program, we will teach one Bible story a week and the children will engage in activities pertaining to that story throughout the week. The story will be sent home every Monday, and parents are encouraged to read it with their child.

## **Music**

Children will learn to use their voice to sing praises to God and learn songs using rhythm and motion. They have an opportunity to sing for church several times. Songs and recitations will be learned for a Christmas Service to be held in December.

## **Movement**

During the Fall and Spring seasons, we will provide some outside play during Movement time. While spending time playing outdoors on the playground, children will be involved in acceptable physical activities for the development and coordination of large muscles. Children will take turns, encourage others and share equipment as they slide, climb, crawl, hop, skip, jump, run, throw, kick and balance. During the Winter months, we will stay inside on days that the wind chill is below 0 degrees and have a structured movement time with songs and physical

activity equipment.

## **HighScope**

The curriculum that we follow is the HighScope Curriculum ([www.highscope.org](http://www.highscope.org)). Our classroom is organized into learning centers to meet the goals of our preschool program through the HighScope curriculum. We will maintain a balance between structured and unstructured activities and all activities will be supervised.

Throughout the day we will encourage positive social interactions as children learn to share, communicate, cooperate and care. They will develop a true feeling of self-worth as they learn to make positive choices, develop self-sufficiency and realize true love through Jesus Christ.

The true value of the centers is that they are an integrated part of a whole curriculum. This curriculum is based on developmentally appropriate activities for each child. These activities will be presented so that children can explore concepts as they play. Students will receive a balance of play and teacher-initiated activities to meet the individual needs of the whole child. Some activities will engage the entire group, and some experiences are best learned as small-group activities.

## **Curriculum Goals**

Throughout the curriculum we will encourage the development of the Christian virtues of love, friendship, forgiveness, helping, sharing, self-discipline, responsibility, work, honesty, courage, commitment, thankfulness and faith. By combining God, families and teachers, we are hopeful we can provide a rich educational environment for each child.

## **Assessment and Conferences**

The curriculum chosen focuses on the process of child's thinking, not the product. Assessment of each child will be taken in the form of a Portfolio. This form of assessment follows the observation of the teachers in accordance with supporting anecdotes of the child. Progress reports will be provided twice a year. Children will not be assessed in comparison with each other, but each child will be compared with his or herself as he or she grows and develops.

Parent-teacher conferences are formally held after the 1st and 3rd quarter of the school year. Parents are encouraged to request a conference at any time, if they are concerned about their child's development. Please make it a point to talk with your child's teacher often.

## **Calendar and Newsletter**

The calendar will inform parents of the weekly Bible lesson and concepts being taught. Also, on the calendar will be information about upcoming events, field trips and any other information that would be useful to parents.

The weekly newsletter for Preschool will include highlights of the week and important dates and activities.

## **Field Trips**

- \* Special field trips and tours will be arranged from time to time as they correlate with the educational experience of the child. Parents will be notified when a trip is planned.
- \* When not transported on field trips by school bus, all children must be in a car seat. Wisconsin state law requires that children must be in a car seat until they reach age 4 or 40 pounds and in a booster seat until they reach age 8.
- \* We often ask for parent volunteers to transport children to and from our field trips. We ask parents who are driving to bring in a copy of their auto insurance ID card for our records.
- \* To insure proper fit, it is requested that each child use his own personal car seat or booster seat when being transported on a school-sponsored field trip.

## **Before Care**

Before Care runs each morning from 7 – 8:15am. Your child needs to be scheduled and prepaid for by the Friday before the date care is needed.

Your child needs to be brought to the extended day care room and signed in before the adult dropping them off leaves. Your child may bring a snack, if you think that they will be hungry before preschool begins.

At 8:15, the children in Before Care will head into the preschool classroom.

## **After Care**

After Care runs each afternoon from 11:30am-5:30pm. Your child needs to be scheduled and prepaid for by the Friday before the date care is needed.

Your child needs to pack a lunch and an afternoon snack (if they are staying past 2:45). Please send a healthy well-rounded lunch. We will provide water for your child throughout the day. If you would prefer that they have something else to drink, please send it along with their lunch.

The children will rest on their cots (provided by preschool) each day for a minimum of 30 minutes. After 30 minutes, if they are still awake, they will be given a quiet activity to do until rest time is over. Your child may bring in a blanket and small pillow if they wish to make their cot more comfortable. These items must be able to fit inside of their rest bag and will be sent home every Friday to be washed and should be returned on Monday.

The adult picking up the child must be buzzed in the front doors and then sign out their child in the extended day care room before leaving.

## **Contact Information:**

### **PRESCHOOL CAMPUS**

School Office: 920-725-1822

Director: Megan Schoenbach  
megan.schoenbach@svls.us

Address:

829 Appleton Road  
Menasha, WI 54952

### **K-8 CAMPUS**

School Office: 920-731-4001

Principal: Jacob Steinmetz  
jacob.steinmetz@svls.us

Address:

N8728 S. Coop Road  
Menasha, WI 54952





Parent Agreement for the Shepherd of the Valley Lutheran School  
Preschool Handbook

I hereby acknowledge receiving the Shepherd of the Valley Lutheran School – Preschool’s Handbook. I understand that it is my continuing responsibility to read and know its contents. I also agree to support the policies that are set forth in this handbook.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_