



Emmaus Lutheran Preschool

Parent Handbook

2024-2025

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Welcome!

Welcome to Emmaus Lutheran Preschool. We pray that God grants us a great year as we work together to provide a quality Christian education for your child. The church has established the school to proclaim the Gospel of Christ to everyone. We request that you pray daily for the staff as we endeavor to help the children to grow in faith, academically, and socially.

The Emmaus Staff

Our Lutheran Heritage

The Reformation that began in Germany in the early 1500's had a great influence upon the development of education. In the early days of the country, parochial schools were established by Lutheran churches as groups of Lutherans from Europe settled in various parts of what is now the United States. The schools were first begun by the Swedes who made a number of settlements along the Atlantic coast. The first Lutheran school known in this country was established 1740. At the time of the Revolutionary War, there were about 70 schools operated by Lutheran parishes, with 40 in Pennsylvania alone. Lutheran schools thus predate the establishment of the public school system in this country.

The Lutheran Church/Missouri Synod, of which our congregation is a member, was established in 1847. Lutheran schools have been a vital part of the LCMS since that time. It now has the largest Protestant school system in the United States.

Emmaus Lutheran Church was organized January 1, 1900. The following year the school was opened upon completion of the building. In 1923, the congregation opened a branch school in the Southern part of the parish. At the end of 1995, the church purchased property at 8626 Covington Road for the building of a new school and future sanctuary.

Statement of Belief

General Statement of Belief

This congregation, Emmaus Evangelical Lutheran Church is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity — Father, Son, and Holy Spirit — are coequal and coeternal, one God. LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions. The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws — which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod — and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of this Emmaus Evangelical Lutheran Church govern our decision-making and policies. A copy is available upon request.

Statement of Belief - Race and Ethnicity

We believe that God created man, male and female, on the 6th day of creation and that He continues His creative work in the descendants of these first two people, Adam and Eve (Acts 17:24-27). Adam and Eve broke the commandment God gave them to keep. They sinned and wrought sin and death upon all mankind (Psalm 51:5; Rom. 5:12). The separation of people into nations and tribes and peoples and languages is a result of the sinful hubris of man inherited from Adam (Gen 1:1). But God has proleptically restored a creation² corrupted by sin through the death and resurrection of Jesus Christ (Eph. 4:20-24; Col. 3:9-10) and man’s justification through faith in Christ (Rom.3:22b-25a). We eagerly await the fullness of this restoration at His coming when all His elect will be one in Him (Rev. 7:9) as pleases Him and as He created us to be.

We teach that the Gospel makes no distinction based upon a person’s race or ethnicity (Gal. 3:28; Acts 10:34-35). We teach that Christ’s saving work – His incarnation, His life, His death and burial, and His resurrection and ascension — encompasses all of sinful humanity (John 1:14, 29; John 12:32; 1 John 2:1-2). We are made members of Christ’s body, the Church, in the waters of Holy Baptism (1 Cor. 12:12-13; Rom. 12:45). The Church rejoices in the diversity of her members and their various gifts united under the one banner of Christ (1 Cor. 12:14-31).

Statement of Belief — Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female (Gen. 1:26-27; Psalm 139:14). God created these two distinct, complementary sexes with a purpose: to

“be fruitful and multiply and fill the earth” (Gen. 1:28), and He instituted marriage out of which this purpose is to be accomplished (Gen. 2:18-25). Attempts of society, ancient or modern, to redefine marriage to include homosexual relationships and modern attempts of persons to self-choose a gender or identify with a gender that contradicts one’s biological sex are rejections of God’s creative purpose for mankind.

We believe that such attempts also distort God’s teleological purpose³ for mankind, namely mankind’s salvation (1 Tim. 2:3-4), for we believe that God instituted marriage as a picture of God’s redemptive work in sending His Son Jesus Christ as the husband of His wife, the Church, sacrificing Himself for her, and sanctifying her to present her to Himself (Eph. 5:22-33). This institution is clearly defined in Scripture: marriage is the uniting of one man and one woman in a single, exclusive union (Gen. 2:23-24; Matt. 19:3-6). Polygamy, polyandry, homosexual unions, transgender ideologies, etc., distort not only God’s institution of marriage but also the Gospel message of His redemption in Christ.

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). God has commanded that no one engage in intimate sexual activity outside of a marriage between a man and a woman (Ex. 20:14). We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God (Lev. 20:10-16; Matt. 15:18-20; Rom. 1:18-32; 1 Cor. 6:9-10).

We believe that Christ came for sinners and that by His cross He cancelled the debt of their sins (Luke 5:32; Col. 2:14). We confess that God offers the forgiveness of sins, life, and salvation by grace through faith in Jesus Christ to all who confess their sin and believe the gospel. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We reject modern attempts to characterize as unloving or hateful God’s word of law or its preaching that leads sinners to repentance. We also reject all attempts to characterize the chief message of God’s word as law rather than the Good News of forgiveness, life, and salvation through faith in Jesus Christ.

We believe that in order to preserve the function and integrity of Emmaus Evangelical Lutheran Church as the local Body of Christ, and to provide a biblical role model to the Emmaus Evangelical Lutheran Church members, school, preschool and the community, it is imperative that all persons employed by in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality and Race and Ethnicity (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the values of Emmaus Evangelical Lutheran Church.

Statement of Belief - Sanctity of Human Life

We believe that human beings are created by God in His image, and therefore, all human life, including pre-born babies, the aged, persons with physical or mental disabilities, and persons at every other stage or condition from conception through natural death, is sacred and of inestimable

worth in all its dimensions (Ps. 139:13-16). We are therefore called to defend, protect, and value all human life.

¹This document was adapted and revised from PROTECTING YOUR MINISTRY from *Sexual Orientation Gender Identity Lawsuits: A Legal Guide for LCMS Churches, Schools and Ministries*, written by the Alliance Defending Freedom and The Lutheran Church—Missouri Synod, © Alliance Defending Freedom, August 2016. Used with permission.

²That is, creation has been restored, but not without remainder. The completion of this restoration will happen when Jesus returns in glory.

³That is, the end goal or ultimate purpose.

Philosophy

Jesus expressed his great love and care for children by saying in the book of Mark: "Let the little children come to me... and he took the children in his arms and blessed them."

Mark 10:14 & 16

Believing that each young child is a unique creation and special child of God, we will recognize and foster each child's individual qualities and abilities. We recognize that it is important for us to nurture the development of the whole child, in order that each child might develop his/her full potential - spiritually, intellectually, physically, socially, and emotionally.

Believing that children learn best through play, exploration, and discovery, we will create a warm, accepting and loving Christ-centered environment. We offer an educational setting where young children can experience joy and success in the activities that are carefully planned for the appropriate age and developmental level of the young child.

Curriculum Content

We base our daily and weekly lesson plans using a thematic approach. The thematic approach integrates the content areas of religion, art, math, music, reading, science, social studies and sensory activities. This approach builds on the student's prior knowledge and interests by focusing on topics relevant to their lives. It can help the children relate to real-life experiences and build on what they already know. Thematic units are one of the best ways to integrate content areas which make sense to children and helps them make connections to transfer knowledge they learn, and apply it in a meaningful way. Thematic units are also helpful in addressing the many learning styles of our students.

Religion curriculums designed for Early Childhood children by Concordia Publishing House are used as the basis for spiritual learning. Other materials and Bible stories supplement this curriculum. We also attend Chapel with the Elementary School the first day of the school week.

In Pre-Kindergarten ZOO Phonics and Haggerty Phonemic Awareness is utilized as curriculum to work on the necessary phonics skills needed for Kindergarten Readiness.

Classroom Learning Environment

The environment for our young children has clearly defined and well-equipped learning centers. These are arranged to promote independence, foster decision-making, and encourage involvement and creativity in their work and play. These centers are designed to promote play and self-directed learning, while also considering the different levels of ability, development, and learning styles of young children.

The learning centers may include:

Blocks
Dramatic Play
Writing
Science
Math
Jesus
Art
Playdough
Light
Library

Our daily schedule provides a balance between and includes the following:

Spiritual instruction
Teacher directed time
Small Group instruction
Fine Motor instruction
Gross motor instruction
Social/emotional instruction
Cognitive instruction
Rest time

Enrollment

Emmaus Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, tuition policies, and athletic and other school administered programs.

Emmaus Lutheran Preschool accepts three, four and five-year-olds whether they are a member or non-member of Emmaus Lutheran Church. Please note: the child must be three years old by

August 1 to be eligible for the Preschool Class and must be four years old by August 1 to be eligible for the Pre-Kindergarten Class. All children must be fully potty trained before starting school.

Pre-Registration

Pre-registration for Preschool opens in February for those families presently enrolled and then opens to the public two weeks later. A Back-to-School night will be held in August to acquaint parents and students with the facilities, the teaching staff, curriculum, rules, policies, and other aspects of the Preschool program.

Plan Options and Tuition Fees

At Emmaus Lutheran Preschool, we offer an academic program.

Pre-Kindergarten

For the Pre-K program we incorporate a four-day program, Monday thru Thursday, with Friday being optional. We also offer the option of half day or full day. Our Pre-K program is designed to get children ready for Kindergarten. In order to do this properly, we believe that children need to be immersed into a routine in which they can thrive. When children are in an environment day after day, the theme, letters, numbers, colors, etc., are reiterated over and over and are more likely to be recalled at a later date. Also, when students are here four consecutive days, the routine, theme, letters, numbers, colors, etc. are all absorbed at a faster rate and more easily built upon. By having the consecutive four days of schooling, the child is then more likely ready for Kindergarten, and an everyday routine will not be a part of the anxiety of the new year for you or your child.

Preschool

For our Preschool program you may pick 2, 3, 4 or 5 day options. We also offer the option of half day or full day.

Application & Enrollment Fees

Application Fee (non-refundable)\$100.00 for new students

Enrollment Fee (non-refundable) \$100.00 for new and returning students

The Application & Enrollment Fees are non-refundable. It reserves a space for your child in the program. We do not guarantee a place for a child, if you wish to change to a different plan during the school year.

Tuition (members and non-members)

Preschool Program Options (for children age 3 by August 1)

Five Full Days	\$5,500.00
Four Full Days	\$4,680.00
Three Full Days	\$3,860.00
Two Full Days	\$3,360.00

Five Half Days	\$2,850.00
Four Half Days	\$2,440.00
Three Half Days	\$2,030.00
Two Half Days	\$1,780.00

Pre-Kindergarten Program Options (for children age 4 by August 1)

Five Full Days	\$5,500.00
Four Full Days	\$4,680.00
Five Half Days	\$2,850.00
Four Half Days	\$2,440.00

Payment Options

Under each plan, there are two payment options:

If the total is paid in full by cash, check, or money order by July 1, 2023, there is a 4% discount.

If you wish to make multiple payments over the 10 month period beginning in August, you must do this through our FACTS TUITION MANAGEMENT PLAN. FACTS does charge a one-time fee for managing the accounts for our school. The fee is based on the number of payments you select. They are:

One payment/Pay In Full	\$25.00
Two (2) payments	\$25.00
Three (3+) or more payments	\$55.00

Because our expenses are established by the number of children we have enrolled, it is not possible for us to reduce tuition for any days a child misses due to illness or other days off. The amount due will remain the same, regardless of vacation or holidays, illness, or snow days. Please note that if you choose for your child to miss a day of school, they will be unable to make it up. If your child is absent from school, they will miss the projects that were done on that day.

Other Fees:

Lunch	\$3.55 * (subject to change during the year)
Milk *	\$0.75 *
Extended Care	\$6.00/hr. *
Lunch Bunch	\$8.00 a day ** plus the cost of lunch if you purchase a hot lunch through our lunch program.

* Lunches, Milk, and Extended Care charges are billed via RenWeb.

** Lunch Bunch is available for children who would like to stay for lunch and some play time. Lunch Bunch dismisses at 1:30 p.m. Your child may bring a lunch from home or purchase a hot lunch.

Payment Information

Payment for Other Fees can be paid online:

- Go to www.renweb.com and then select Family Login on the upper right corner.
- Select FACTS Family Portal.
- You'll then login with the EL-IN District code and your user name and password.
- Click on Family on the left side and the screen should show payment information on the right side.

Payment can also be made in the office by cash, check, or money order.

“God asks us all to be good stewards of the gifts He gives us.” That is what we at Emmaus Lutheran Preschool are trying to do. We rely on your pledged, financial support to help us make timely payments and salary commitments. Yearly tuition and other fees must be paid in full or placed upon the FACTS payment plan before a student may attend classes. Exceptions to this rule are not possible.

Arrival and Dismissal

Morning Drop Off

Use the main/front entrance of the building when you drop off your preschool student and take them to their classroom. **DO NOT WAIT OR PARK IN THE DRIVEWAY FOR EVEN BRIEF PERIODS!**

You must park the car in the parking lot even if a driver remains in the car. Children should not arrive more than fifteen minutes before classes begin at 8:15 a.m., unless they are in Extended Care (see pg. 9).

Please make sure your child arrives by 8:15 a.m. since there are important activities which occur in the first few minutes of school. Our program is an academic Preschool rather than a Daycare. If your child is consistently late, the teacher will inform the Director who will then meet with the parents to see if our program is the right program for their needs. Telephone the Church office if your child will be unavoidably tardy. Please call the Church office (260-459-7722 and press “3”) if your child will be absent for the day!

Morning Pick Up

Pick up for children attending preschool and pre-kindergarten only in the morning will begin at 11:30 a.m. in front of the school. Beginning at 11:30, drive around the front drive heading west. The first car will stop just at the tower and other cars will line up behind. If the front drive is full, cars should line up in the middle lane of the parking lot facing east. Do not line up in the entrance drive along the property. The teacher on duty will then bring your child to your car. After your child is in the car, please pull up further and stop to buckle them in. Please do not buckle them in their car seats until you have moved up in the line. Then exit by the south lane of the parking lot.

Afternoon Pick Up

- **Lunch Bunch** - If your child is staying for Lunch Bunch, they will be dismissed at 1:30 p.m. Children will be dismissed at the main entrance. Please pull up to the curb and proceed like morning pickup.
- **Full Day Students** - If your child is attending full days, dismissal is at 3:10 p.m. For the safety of your child, due to the number of students being dismissed and picked up at that time,

please park in the parking lot and come to the classroom to pick them up. For the safety of our preschool and elementary students, the doors will be unlocked at 3:10 p.m.

Children will be released ONLY to their parents or other adults authorized by their parent on the pick-up form. PLEASE notify the Church Office if a substitute will be picking up your child.

School Closings and Delays

Emmaus Lutheran Preschool will follow the same schedule as Fort Wayne Lutheran Schools. You will receive a message from the school on your telephone through RenWeb. You may also listen for “*Fort Wayne Lutheran Schools*”. If school is on a delayed schedule, Extended Care (see below) will still open at 6:30 a.m. and be open until school starts. You will be charged \$6.00 an hour for this service.

Remote Learning

If the Preschool, or a Preschool classroom, is put under a minimum of 2 weeks of quarantine, or in the event the Governor of Indiana mandates that schools must be shut down, learning will continue by remote learning. This will consist of a combination of packets, recorded lessons, and live ZOOM meetings. No refunds will be given for remote learning.

Extended Care

Extended Care is offered both before and after school hours. The morning Extended Care program begins at 6:30 a.m. and continues until 8:00 a.m. The afternoon program begins immediately after school and continues until 5:45 p.m. Those students who arrive early, either regularly or occasionally, must go directly to Extended Care and remain there until they are walked to class. After school those who have not been picked up by 3:25 p.m. will be walked down to Extended Care until the child can be picked up.

The charge for this program is \$6.00 an hour, charged on a 15 minute basis. Two students or more in the same family will get a 10% discount. The fee for a late pickup (after 5:45 p.m.) will be at the rate of \$5.00 per 15 minutes or fraction thereof.

Attendance

Please call the Church & Preschool Office (260-459-7722 and press “3”, or ext. 1004) if your child is going to be absent or late, so the teachers may adjust their plans and materials accordingly. If you know that your child will be absent for any length of time, please notify the teacher. Please remember that school starts promptly at 8:15 a.m. We are a Preschool, not a Daycare. In order to use our Extended Care, your child must be in attendance in the morning.

If your child is absent from school, they will miss the projects that were done that day. They will not be made up.

Health and Medicine

The following guidelines are for the benefit of the entire Emmaus school family:

1. As a courtesy to others, when your child has a bad cold, elevated fever, or known communicable disease, PLEASE keep him/her home to avoid spreading the illness. Please inform the Church & Preschool Office of the absence and the nature of the illness.
2. Students who have been treated for communicable diseases should have the permission of the family physician to return to class.
3. Please call the Church & Preschool Office if you suspect your child has head lice. The school has a no nit policy concerning head lice. A one day absence is allowed for handling this problem. Upon returning to school, the parent should take the child to the Church Office to be checked to make sure there are no nits.
4. **If a child throws up at school or has a fever of 100.4 or higher, the parent will be notified, and the child will need to be picked up. They will be unable to attend school for 24 hours.**

We do not have a nurse on staff daily. When possible, please give your child their medications at home. If your child needs medication at school, please ask the director for the medication information sheet and bring the medicine in its original container to the director.

If your child requires a prescribed inhaler at school, please contact the teacher. You will need to meet with the teacher and director, and your student, so we can confirm that everyone completely understands how the inhaler is used, when, and why, etc.

If your child needs an epi-pen at school a meeting must be held with the Director, teacher and parent before school starts in order to ensure the safety of your child.

Finally, if you have to administer any new medications to your child, please make the teacher aware of what it is, and the duration of its use, in case of an emergency.

Clothing

We are a Christ-centered school and wish to lift up the name of Jesus in all we say and do. The entertainment market has become a great influence on young children, and it has become increasingly more difficult to discern between positive and negative role models. With this in mind, children may not wear shirts, pants, tennis shoes, or any other clothing items with violent or evil looking cartoon characters on them (i.e. ghosts, pirates, skulls, etc.). Please have your child wear:

1. Comfortable shoes to aid in developing large motor skills are best. We recommend tennis shoes and socks. Children may wear sandals but **they must have a strap on the back. Please do not send your child in flip flops.**
2. Comfortable play clothes should have manageable belts, snaps, zippers, and buttons to prevent undue stress for your child and/or teacher during restroom time. If your child cannot manage the buckles or suspenders and shoulder straps during restroom time, the garment is inappropriate for school.

3. Girls' skirts and shorts should be a modest length when standing and sitting. Please have little girls wear shorts under skirts for freedom and comfort on the playground. Mini-skirts, bare midriffs and see-through shirts are unacceptable for school attire.
4. Please provide an extra change of appropriate seasonal clothing in a clearly labeled zip lock bag at all times. If your child needs a change of clothes and you do not have an extra change here at school you will be called to bring clothes to school. The school does not have extra clothes for children.

All clothing concerns are to be directed to the child's teacher.

Bathroom Policy

Students should be able to use the bathroom independently. This includes undressing, wiping, re-dressing, and washing hands. All children must be potty trained. If your child has a medical condition prohibiting potty training, a doctor's note must be on file in the office. No pull ups are allowed except during naptime. If your child has more than 2 accidents a week a conference will be held with the Preschool Director, teacher and parent. A toileting plan will be made. If the plan does not work and we feel your child is not fully potty trained we will ask you to withdraw your child until they are fully potty trained.

Lunchtime

Hot lunch is available for students from our School Cafeteria. Cost for hot lunch is \$3.55 (subject to change during the year). Hot lunch will be billed monthly via RenWeb.

If you choose to bring a cold lunch, it must be in a lunch box marked with your child's name. There is no need for an ice pack as all of the lunches will be refrigerated in the morning. No microwaves are available to heat up lunches.

Field Trips and Volunteering

Field Trips

The field trips will be announced at least three weeks before the scheduled trip. On a field trip, all children are invited to come - even if the trip falls on a day your child doesn't normally attend school; however one of the parents must attend with the child. If for any reason a child cannot go on a field trip, he is to be kept at home. A signed permission slip is required for each trip. There may be a fee to pay for certain field trips. Due to state law requiring students to be in booster seats, we are asking that parents supply booster seats for their child(ren) on field trips.

Volunteering

Before a volunteer can work in the classroom, or attend a field trip, they must have completed the background check. If a parent is a volunteer driver he/she must also have a copy of his/her license and insurance on file.

Parties at School

Holidays

Parties are held for Christmas and Valentine's Day. We will ask for Parent Volunteers to come prepare and lead games, crafts and snacks. All snacks must be purchased, not homemade.

Birthdays

We also love to celebrate birthdays! On your child's Birthday feel free to send in a special snack. **Snacks must be purchased and not homemade.** Please let the teacher know ahead of time so that another snack is not prepared. Also, please refrain from sending in treat bags and party hats. Those are fun things to do at home for their party. We will only pass out invitations, if there are invites for everyone in the class. If you are only inviting a few children from the class please mail them from home.

Behavior Management Policy

We believe that a Christian education enables a child to discover that our God is a God of love. Our prayer is that each child may grow and mature under God's direction and inspiration. We will:

- Encourage children with adult support, to use their own words and solution in order to resolve their own interpersonal conflicts.
- Communicate with children by getting down to their own eye level and talking to them in a calm, quiet manner about what behavior is expected.
- Use positive reinforcement of appropriate behavior choices.
- Redirect the child.
- Use patience, love and understanding.
- State clearly defined limits.

Discipline Documentation/Communication To Parents

This policy shall be handed to all parents/staff.

- Staff shall have ongoing communication between home and Preschool regarding all aspects of the care of the child.
- Staff shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.

In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues, the Director may place the child on a two-week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from Emmaus Lutheran School. We believe that a Christian education enables a child to discover that our God is a God of love. Our prayer is that each child may grow and mature under God's direction and inspiration.

We, as a staff, pray for the children and families in our program. We use prayer with the children, asking God for His guidance in all our daily activities. One-on-one prayer is used with children during difficult times, asking God to open our hearts to His will. If a child is unable to

demonstrate self-controlling behavior, a brief time-out is given for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment.

Expectations of Staff

Any person while on preschool premises, shall not engage in any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body.
- Hit, spank, beat, shake, pinch, or any other measure that produces discomfort.
- Cruel, harsh, unusual, humiliating or frightening methods of discipline, including threatening the use of physical punishment.
- Placement in a locked or dark room.
- Public or private humiliation, yelling or abusive or profane language.

Nap Time

All full day children will be given a rest time in the afternoon. We will provide a cot to rest on but each child should have a small pillow, blanket and stuffed animal for rest time each day. These will be sent home weekly to be laundered. All children must stay on their cot quietly and rest for at least 30 minutes. After 30 minutes they will be given quiet activities to do while the other children are resting.

Parent/Teacher Conferences

An individual conference with the parents of each child will be scheduled twice a year to keep the parents informed on the child's progress. Ahead of the conferences you will be asked to fill out an Ages and Stages Questionnaire as part of our evaluation. Any time that you have questions, you are welcome to call the school for an appointment with the child's teacher. E-mail, notes, and short telephone calls are other ways to keep in touch. Frequent communications of this nature enable you and the school staff to give understanding guidance to your child. Please do not try to conference with your child's teacher at the beginning of the day or at dismissal.

Records

A file is kept in a locked file cabinet in the main office. In your child's file will be copies of your signed fee sheet, health record, safe transportation of food release, photo release, Immunization and health records, birth certificate and signed authorization acknowledging that your child is attending a Non-Registered Ministry. Copies of all evaluations are also put in this file. The only people who have access to these records are the Preschool Director, the classroom teacher and the Preschool Administrative Assistant.

Withdrawal of a Child

The Church Office and teacher must be notified if a child is to be withdrawn from school. Two weeks' notice is required. Tuition charges will be prorated based on the withdrawal date. You will receive notice of the balance owed for tuition and other fees. If your tuition has been paid in advance, you will receive a prorated refund.

Church Worship and Attendance

Parents and children of Emmaus Lutheran Church are encouraged to attend church and Sunday School regularly each Sunday. Parents and children who are members of other churches are encouraged to attend the church of their choice; however, if you have no church home, we encourage you to consider making Emmaus your church home. Our Sunday morning worship service is held at 9:00 a.m. with Sunday School and Adult Bible Class meeting after the service.

Kindergarten

Emmaus Lutheran Church also operates a Kindergarten and elementary school (grades 1-8) for the children of the church and community. You are invited to consider sending your child to our Kindergarten and elementary school. Emmaus believes that it can add an extra "plus" to education by providing a Christ-centered curriculum. The school follows the curriculum recommendations set forth by the State of Indiana. The school is staffed with dedicated and certified Christian teachers. If you desire more information about the school, please feel free to contact the school office for more information.