

# Parent Handbook 2025-2026



## **Christ Lutheran Church Preschool** ZIONSVILLE

under

**600 North Ford Road  
Zionsville, IN 46077  
(317)-873-3232  
[preschool@clczionsville.org](mailto:preschool@clczionsville.org)**

*Christ Lutheran Church Preschool welcomes children of any  
race, color, and nationality or ethnic origin*

Revised    Approved 8/2025

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Dear Parents,

We welcome your family to Christ Lutheran Church Preschool, a ministry of Christ Lutheran Church. As God welcomes and values us as beloved children, we welcome you.

We are looking forward to spending many rewarding days with your child and watching them grow, not only in social ways, but also in spiritual ones. Our Christian program is designed to meet the child's social, physical, cognitive, and spiritual needs as well as providing a variety of experiences and relationships to stimulate growth. We serve the community without regard to color, race, creed, national origin, or religion.

Our objectives include increased spiritual awareness, enhanced ability to communicate, development of positive self-image, development of social and physical skills, stimulation of intellectual curiosity and time for good old-fashioned play.

We want all children to know that they are loved and they are special. With God's love, their horizons are unlimited.

The staff and board at Christ Lutheran Church Preschool are here to serve you. They are all qualified and nurturing professionals who are committed to reaching your needs and to enriching the development of your child. You have unlimited access to the center, subject to licensing or health department regulations, and are encouraged to volunteer as a classroom parent helper or part of our parent committee.

One benefit of having a preschool attached to a church is that there is a built-in support system. Whether you are curious about local flair or seeking to deepen your relationship with God, the folks at Christ Lutheran would be happy to offer their aid and support. Christ Lutheran holds activities and events throughout the year to which you are invited - some of which include the Preschool!

We are delighted that you have chosen Christ Lutheran Church Preschool for your child. We look forward to sharing an enriching and fulfilling experience with your family.

Melissa Woldman

CLCP Director

**Staff and Preschool Board:**

All of our staff members come to Preschool with the experience and love needed to help the children learn and grow in a Christian environment.

**Staff:**

All of our staff members are certified in First Aid, CPR, and Universal Precautions (and have to recertify annually) and have undergone criminal background checks with fingerprinting (upon hiring and have to undergo new ones every 3 years). Additionally, all of our staff members are drug screened upon hiring and have to get TB skin tests annually.

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**Pre-school Board:**

The Preschool Board, which oversees and develops policies and procedures for all aspects of our Preschool program, includes Church members with a wide range of experience, including early childhood education. This group reviews our activities on a monthly basis to ensure that we remain true to our mission, vision, and goals.

<b>Name:</b>	<b>Role:</b>
Cheryl Kussow	Preschool Board Chair
Anne Behrend	Finance Chair
Hope Moran	Interim Pastor

Melissa Woldman	Director of Preschool
Matt Knox	Member
Barbara Naucas	Member

## Program:

### History:

From the earliest years of its mission, Christ Lutheran Church has been committed to serving children, youth, and their families with the love of God in Christ. In 1989, a Mother's Day Out program was started by Ervill Olson, a member of the congregation. She sought to share the love of Christ by providing childcare and support for mothers while sharing the story of God's love in Christ. In 2000, the Church Council approved the creation of the Early Childhood Ministry Task Force led by Pastor Albertin and chaired by Kathy Fuelling. The Task Force would explore the need and feasibility of an early childhood ministry provided by Christ Lutheran Church for the congregation and the community.

The Council soon committed to expand the Mother's Day Out program into a Preschool. In 2002, the first Director of Preschool was hired and a Preschool Board was established to oversee the ministry of the Preschool. The Preschool opened in the fall of 2003. The Preschool has continued to grow and expand its ministry.

Christ Lutheran Church sees the Preschool as a ministry of the congregation and a means to bring the love of Christ to the children and families of the congregation and the Zionsville community.

### Purpose of the Preschool:

Christ Lutheran Church Preschool will provide a Christ-centered, part-time, early childhood ministry for children 15 months through 5 years of age. The Preschool will be a service to the congregation and the community by providing quality, play-based, early childhood educational experiences for young children to grow cognitively, physically, socially-emotionally, and spiritually.

### Mission/Vision:

- **Mission:** To provide faith-based, high-quality early childhood education to encourage children and families to know Christ and to serve His world.
- **Vision:** By 2023, the Preschool will fully implement the Conscious Discipline program, and ensure that families have the opportunities to create Christ-centered relationships with others. By continually evaluating the impact and quality of the developmentally-appropriate educational opportunities that we provide, we will enable children to achieve their full potential, provide parents or guardians with resources that they

need to support their children, and encourage children and families to know Christ, trust His love, and care for others.

### **Goals of the Preschool:**

#### **Overall:**

- Carry out the mission of Christ Lutheran Church: Servants Proclaiming, Reflecting, Celebrating Christ.
- Encourage children to achieve the potential that God has for them—in life and for school. This would include providing developmentally-appropriate learning opportunities to strengthen the child's cognitive, physical, social-emotional, and spiritual development.
- Provide support for families (spiritual, educational training, time alone, well-being, scholarships, etc.).
- Help children develop positive, caring, and trusting relationships with other children and adults (besides their parents or guardians).
- Teach the Christian faith to the children and their families that God created them, loves them through Jesus Christ, and is with them every day through the Holy Spirit.

#### **Strategic:**

- ☐ Fully implement the Conscious Discipline program
- ☐ Evaluate the impact and quality of developmentally-appropriate academic, motor skills, creative arts, and faith opportunities it provides
- ☐ Ensure opportunities for families to create relationships through Christ have the desired impact

### **Educational Philosophy:**

Realizing that children learn best by using all of their senses and by being actively engaged in their learning environment, our Preschool will provide the children a variety of **experiences**, with many **materials** to touch and move about, and **staff members** ready to adjust the environment to stimulate new ways of thinking. The curriculum is planned to promote an integrated and effective developmental approach to learning.

Play-based learning experiences are based off of the Indiana Early Learning Foundations (which correlate with the Indiana Academic Standards) and include **literacy** (receptive and expressive communication, the ability to engage in conversations, awareness of the alphabet, phonological awareness, awareness and understanding of concepts of print, comprehension, writing, and storytelling), **math** (counting, understanding written numerals, recognition of number relations, understanding the mathematic structure, awareness of patterning, understanding classifying, understanding spatial relationships, understanding shapes, understanding the concept of time, and understanding measurement), **nature and science** (ability to explore objects in the physical world, awareness of the physical



properties of objects, recognition of the characteristics of Earth and sky, recognition of seasonal and weather-related changes, awareness of life, scientific curiosity, development of healthy and safe practices, and development of nutrition awareness), **social studies** (development of self, awareness of chronological thinking, awareness of historical knowledge, awareness of the foundations and functions of government, awareness of the world in spatial terms, awareness of places and regions, awareness of environment and society, awareness of economics, and awareness of citizenship), **sensory play** (use of the 5 senses to support processing of information and development of body awareness), **art** (creative expression through the visual art process and production and art appreciation), **music and movement** (creative music and movement expression); **dramatic play** (creative expression through a variety of dramatic play situations); **blocks** (engineering design skills); **fine motor and gross motor** (development of fine and gross motor coordination and development of oral motor skills), **social-emotional** (self-awareness and confidence, identification and expression of emotions, self-control, conflict resolution, and relationship skills using Conscious Discipline), and **spiritual** (hearing God's Word, retelling/reenacting Bible stories, praying, singing, and caring for the people in God's world).

#### **Curriculum:**

Preschool children learn in many different ways, as their brains develop differently due to diverse genders, cultures, life experiences, interests, and temperaments. Christ Lutheran Church Preschool explores concepts inspired by The Creative Curriculum and Faith Alive and bases learning experiences off the Indiana Early Learning Foundations.

The Creative Curriculum is based on developmentally-appropriate projects for children. Children will learn through freedom given to them to explore their environment with many opportunities for creative expression using their own ideas. With the guidance of teachers, the children are given many different types of opportunities allowing them to engage in their own talents and demonstrate areas of strength.

Faith Alive, a curriculum developed by Christian early childhood educators, is the curriculum that we use for our chapel time and throughout the day. It addresses the many areas of a child's development. A Bible story is introduced, and integrated into additional activities in the classroom. These activities include worship, literacy, math, science, art, music, gross motor play, social interactions, and free play.

Our Pre-Kindergarten class uses Zoo-phonics to teach children their letters and sounds throughout the year. This curriculum teaches lowercase letters and sounds, while building phonemic awareness skills. The children learn to connect the alphabet to initial, medial, and ending sounds in words. Parents or guardians will be asked to "practice" working on these skills at home with their children and they will see the amazing progress that their children make.

#### **Classes:**

**Toddler Classes:** Groupings are flexible and a child may be moved from 1 group to another to meet special needs at the discretion of the Director of Preschool. **For these classes, children are not required to be potty-trained.** An Extended Day option is available for these classes on Mondays, Tuesdays, Wednesdays, and Thursdays. In the Extended Day, children eat lunch together with their teachers and have a rest/nap time. If the children wake up before 3pm, they are offered an afternoon snack and have more opportunities for free choice, art, and gross motor play.

**Toddler Class:** For those children 15 mo.- approximately 24 mo. of age as of August 1. This is a unique age, as toddlers begin exploring the world beyond their primary caregivers. This is a time to learn to follow simple directions, do art work, sing songs/perform finger plays, learn to get along in a group, and, most importantly, learn that it is fun to go to school! Enrollment is limited to 10 children per class. Classes are available from 9am-12 or 3pm on Mondays, Tuesdays, Wednesdays, and Thursdays, and from 9am-12pm on Fridays, contingent on enrollment.

**2/3s Class:** For those children generally 2 years of age as of August 1. This class fosters the children's awakening self-awareness, self-confidence, and self-esteem. 2 and 3-year-olds love routines and consistency! This is the year that their imaginations and verbalization skills skyrocket! Cutting, gluing, and painting aid their fine motor skills that develop so rapidly at this age. Social skills are reinforced during circle time and cooperative play. Enrollment is limited to 10 children per class. Classes are available from 9am-12 or 3pm on Mondays, Tuesdays, Wednesdays and Thursdays and from 9am-12pm on Fridays, contingent on enrollment.

**Preschool Classes:** Groupings are based on the child's age as of August 1. **For these classes, children are required to be potty-trained, as there are no bathrooms in the classrooms.** An Extended Day option is also available for these classes on Mondays, Tuesdays, Wednesdays, and Thursdays. In the Extended Day, children eat lunch together with their teachers, the 3/4s class has a brief rest time, and then they have more opportunities for free choice, small group games, art, and gross motor play.

**3/4s Class:** For those children 3 years of age as of August 1. This developmentally-appropriate curriculum fosters each child's cognitive, physical, social-emotional, and spiritual growth with an emphasis on language, small-muscle development, and large-muscle activity and movement. Enrollment is limited to 14 children per class. Classes are available Mondays and Wednesdays from 9am-12pm or Tuesdays and Thursdays from 9am-12pm, with Extended Day offered Monday, Tuesday, Wednesday, and Thursday from 12-3pm, contingent on enrollment.

**Pre-Kindergarten Class:** For those children 4 years of age as of August 1. This class will allow children to explore a variety of hands-on experiences within an integrated curriculum which includes literacy, math, nature/science, music/movement, dramatic play, and manipulatives. Emphasis is placed on the social-emotional development of each child. This class is designed to prepare each child for a successful

Kindergarten year. Enrollment is limited to 14 children per class. Classes are available Mondays and Wednesdays from 9am-12pm or Tuesdays and Thursdays from 9am-12pm, with Extended Day offered Monday, Tuesday, Wednesday, and Thursday from 12-3pm, contingent on enrollment.

**Fantastic, Fun with Friends on Fridays-F4:** This is the name of our Friday classes for both the 3/4s and Pre-Kindergarten classes, meeting from 9am-12pm. F4 is a theme-based enrichment day, with themes such as: "Top Chef", "Popcorn and Pajama Party", "Let's Go Camping", and many others, bringing literacy, math, nature/science, social studies, art, and/or music/movement together in a creative way of learning.

**Special Needs Children and Therapy Sessions:**

We welcome children with special needs to our Preschool program and pledge to make every attempt to accommodate them. Please let the Director know so we can meet with you and meet your child's needs.

**We welcome First Steps and other therapists to conduct their sessions during Preschool class times (between 9am-12pm). Please arrange all sessions with the Director of Preschool!**

**Program Goals:**

**Toddler 1 Class Program Goals:**

**Cognitive Skills:**

- ☐ Responds to familiar gestures and words
- ☐ Responds to familiar pictures
- ☐ Engages with a book
- ☐ Demonstrates awareness of the presence of objects
- ☐ Manipulates objects for a purpose
- ☐ Explores attributes
- ☐ Anticipates a routine
- ☐ Demonstrates an awareness of location of objects
- ☐ Knows right from wrong

**Language Skills:**

- ☐ Produces a variety of sounds
- ☐ Uses 2-word phrases or signs
- ☐ Reacts to a story or event

**Social-Emotional Skills:**

- ☐ Recognizes steps in familiar routines
- ☐ Initiates an action to get a desired effect
- ☐ Demonstrates self-awareness
- ☐ Engages in parallel play
- ☐ Shows emotion toward others
- ☐ Expresses a variety of emotions
- ☐ Participates in prayer, bible songs, listens to stories, shows love
- ☐ Demonstrates curiosity

**Self-Help Skills:**

- ☐ Helps clean up the classroom
- ☐ Cooperates in dressing and undressing
- ☐ Demonstrates awareness of toileting
- ☐ Assists in personal care routines
- ☐ Uses tongue to move and munch solid food
- ☐ Feeds self

**Fine Motor Skills:**

- ☐ Intentionally makes marks or scribbles
- ☐ Imitates specific writing strokes to make a picture
- ☐ Associates writing with purpose
- ☐ Builds with blocks

**Gross Motor Skills:**

- ☐ Tolerates a variety of sensory input
- ☐ Demonstrates stability and balance in an upright position with assistance
- ☐ Coordinates forward movement
- ☐ Isolates 1 or 2 fingers
- ☐ Climbs

- ☐ Pushes riding toys
- ☐ Steps
- ☐ Runs
- ☐ Dances
- ☐ Jumps

**2/3s Class Program Goals:**

**Cognitive Skills:**

- ☐ Responds to familiar gestures and words
- ☐ Labels familiar pictures
- ☐ Knows gender
- ☐ Names body parts
- ☐ Imitates proper handling of books
- ☐ Recognizes basic colors
- ☐ Recognizes basic shapes
- ☐ Matches same attributes
- ☐ Matches objects and sets
- ☐ Sorts by various attributes
- ☐ Counts items
- ☐ Identifies more
- ☐ Distinguishes between big and little, and hot and cold
- ☐ Uses vocabulary to identify events in a routine
- ☐ Identifies location

**Language Skills:**

- ☐ Produces and blends the sounds of letter patterns into recognizable words
- ☐ Uses simple phrases and sentences with simple grammatical rules
- ☐ Talks about characters and settings

- ☐ Says name and age

**Social-Emotional Skills:**

- ☐ Follows familiar routines
- ☐ Uses trial and error to manipulate objects
- ☐ Demonstrates independence
- ☐ Engages in parallel play
- ☐ Shows emotion toward others
- ☐ Responds to a variety of emotions
- ☐ Participates in prayer, bible songs, listens to stories, shows love
- ☐ Sustains attention to preferred activities

**Self-Help Skills:**

- ☐ Helps clean up the classroom
- ☐ Assists in dressing and undressing
- ☐ Participates in toileting
- ☐ Assists in personal care routines
- ☐ Chews with a rotary movement
- ☐ Feeds self

**Fine Motor Skills:**

- ☐ Scribbles
- ☐ Draws basic shapes
- ☐ Copies specific writing marks
- ☐ Associates writing with purpose
- ☐ Builds with blocks
- ☐ Strings beads
- ☐ Finishes small puzzles
- ☐ Uses scissors

**Gross Motor Skills:**

- ☐ Regulates sensory input with assistance

- ☐ Demonstrates stability and balance in an upright position with assistance
- ☐ Coordinates forward movement
- ☐ Isolates 1 or 2 fingers
- ☐ Climbs
- ☐ Pushes riding toys
- ☐ Pedals tricycle
- ☐ Tiptoes
- ☐ Runs
- ☐ Jumps

**3/4s Class Program Goals:**

**Cognitive Skills:**

- ☐ Follows a familiar verbal or signed direction
- ☐ Recognizes familiar symbols
- ☐ Recognizes some letter sounds
- ☐ Recognizes name
- ☐ Recognizes rhymes
- ☐ Matches opposites
- ☐ Distinguishes print from pictures
- ☐ Recognizes basic colors
- ☐ Recognizes basic shapes
- ☐ Sorts by various attributes
- ☐ Uses 1-to-1 correspondence
- ☐ Recognizes some numbers
- ☐ Uses numbers to compare
- ☐ Makes a set of objects smaller or larger

- ☐ Differentiates gradients of size and weight
- ☐ Sequences events
- ☐ Follows directions involving location

**Language Skills:**

- ☐ Speaks clearly
- ☐ Uses varied grammar in expression
- ☐ Retells familiar stories
- ☐ Says name and age

**Social-Emotional Skills:**

- ☐ Follows rules
- ☐ Searches for possible solutions
- ☐ Interacts with others
- ☐ Shares/takes turns
- ☐ Manages emotions with adult assistance
- ☐ Participates in prayer, sings bible songs, listens and recalls Bible stories, shows love and forgiveness
- ☐ Sustains attention to a challenging activity

**Self-Help Skills:**

- ☐ Helps clean up the classroom
- ☐ Assists in dressing and undressing
- ☐ Completes toileting independently
- ☐ Completes personal care routines
- ☐ Chews with a rotary movement
- ☐ Serves self food and drink

**Fine Motor Skills:**

- ☐ Draws basic lines
- ☐ Draws basic shapes
- ☐ Draws a person with 4 body parts
- ☐ Approximates writing strings of letters



- ☐ Creates writing with the intention of communicating
- ☐ Holds scissors correctly

**Gross Motor Skills:**

- ☐ Regulates sensory input with assistance
- ☐ Demonstrates stability and balance in an upright position with assistance
- ☐ Sustains physical activity
- ☐ Uses fingers of 2 hands to complete activities
- ☐ Climbs stairs alternating feet
- ☐ Stands on 1 foot
- ☐ Hops on 1 foot

**Pre-Kindergarten Class Program Goals:  
Cognitive Skills:**

- ☐ Follows unfamiliar and 3-step directions
- ☐ Recognizes first and last name
- ☐ Compares sounds of different words
- ☐ Recognizes rhymes
- ☐ Orients to print in books
- ☐ Sorts and patterns by various attributes
- ☐ Counts to: 10
- ☐ Names and orders quantities up to 10
- ☐ Follows models of addition or subtraction situations
- ☐ Uses common measuring tools in the correct context
- ☐ Uses measuring vocabulary for time
- ☐ Knows the days of the week
- ☐ Communicates with location words

**Language Skills:**

- ☐ Speaks clearly
- ☐ Retells familiar stories
- ☐ Says first and last name and age
- ☐ Expresses wants and needs to adults

**Social-Emotional Skills:**

- ☐ Follows rules and applies rules to situations
- ☐ Participates with class
- ☐ Engages in cooperative interactions
- ☐ Shows emotion toward others
- ☐ Demonstrates respect for self and others
- ☐ Is able to self-regulate and problem solve
- ☐ Sits through circle time
- ☐ Participates in prayer, sings bible songs, listens and recalls Bible stories, shows love and forgiveness
- ☐ Listens to stories
- ☐ Applies creativity to activities

**Self-Help Skills:**

- ☐ Helps clean up the classroom
- ☐ Completes dressing and undressing
- ☐ Snaps
- ☐ Buttons
- ☐ Zips
- ☐ Ties shoes
- ☐ Completes personal care routines

**Fine Motor Skills:**

- ☐ Draws basic shapes
- ☐ Draws a recognizable person
- ☐ Produces recognizable writing that conveys meaning

- ☐ Writes first name
- ☐ Holds scissors correctly
- ☐ Cuts on a line
- ☐ Uses appropriate pencil grasp

**Gross Motor Skills:**

- ☐ Applies a strategy to regulate sensory input
- ☐ Demonstrates stability, balance, and control in an upright position
- ☐ Sustains physical activity
- ☐ Stands on 1 foot
- ☐ Hops on 1 foot
- ☐ Jumps with 2 feet
- ☐ Gallops
- ☐ Skips
- ☐ Throws objects with control
- ☐ Catches objects
- ☐ Kicks objects with control

**Schedule:**

**Daily Activities:**

Free Choice Time:

Free choice time includes opportunities for children to make choices among several activities. These may include writing opportunities, puzzles, sensory table, lacing or stacking toys, and more. During this time, teachers can support play so that toddlers and preschoolers stay interested in activities for longer periods of time.

Art:

The art experience is an opportunity to explore creative expression using different materials including crayons, paint, scissors, glue, play dough, cotton balls, tissue paper, foil, and more. Activities sometimes include art that expands on a theme introduced during circle time that is open-ended. You will not see crafts at Preschool, as art is more educational and free to allow the children to express themselves. The difference between process art and a craft is

best defined as:

**Art:**

Purpose is to experience.  
Child-directed.  
Begins with the process in mind.  
Embodies the child's perspective.  
Outcome is individual.  
Child dictates when it is complete.  
Elicits child's approval.  
Promotes descriptive language.

**Craft:**

Purpose is decoration.  
Teacher-directed.  
Begins with the product in mind.  
Embodies the teacher's perspective.  
Outcome is similar.  
Teacher dictates when it is complete.  
Elicits teacher's approval.  
Promotes sequential language.

**Circle and Chapel Time:**

Circle time is a time that the entire group comes together for the day's lesson. It includes a prayer, and, each day, a Bible story or a story related to the theme is shared. This is integrated with a planned lesson, which ties into the other activities of the day. Circle time unites the class in several types of learning, giving them opportunities to develop language, intellectual, and social skills.

Each week there will be a time for all of the children to worship in the sanctuary in an age-appropriate way. During chapel time, different Bible stories will be shared that will engage the children and help to build their faith in God. Bible stories will be told in many different ways and by different adults from the Church and Preschool to keep the children interested and involved.

**Gross Motor Time:**

The outdoor environment is considered an extension of the classroom. We will go outside every day as weather permits. At times we will introduce structured gross motor play, such as large group games, obstacle courses, parachute play, and more, in order to promote social interaction and the use of a wide variety of gross motor skills.

When weather prevents outdoor play, all children will be brought to the Fellowship Hall or another designated area for indoor play and organized games.

**Severe Weather Policy:**

**We will typically follow the Zionsville Community Schools' decisions regarding school closings and delays due to inclement weather. However, the Director of Preschool has the right to close or delay the Preschool if it is deemed not safe or if not enough staff members can safely get to the Preschool. For a 2-hour school delay, the hours will be 11am-1pm. Extended day will still end at 3pm. All children bring lunches.**

Please tune in to the local news and weather stations to see what the Zionsville Community Schools decide! The Director of Preschool will also send out emails and post on the

Preschool Facebook page with information regarding changes in schedule due to an inclement weather situation.

**In the case that the Preschool loses power, has no running water, or no air conditioning or heat, parents or guardians will be called to pick up their children, as the Preschool is not allowed to operate without running water and can only operate for up to an hour without power and air conditioning or heat. If there is a severe storm or tornado warning, parents or guardians may be asked to wait out the storm before picking up/leaving with their children.**

\*Please note that as per the Tuition Policy you will not be prorated for these hours/days!\*

#### **Arrival and Departure:**

When you come to school, please enter the preschool entrance (main entrance #1, in the front) with your child! Children must be accompanied by an adult at all times. Please be extremely careful in the parking lots during drop-off and pick-up! **Please do not leave any children or pets unattended in vehicles, leave valuables in vehicles, or leave vehicles running! Children attending school are not to be sent into the building without an adult. Parents or guardians dropping off children are responsible for their children until they arrive in the classroom. Staff members are not responsible for walking children in and out of the building, and we are not staffed accordingly to offer this service.**

Once you get to your child's classroom, please help your child place his or her coat and tote bag on his or her assigned hook (door knob)! For children staying all day, lunches are placed in the classroom refrigerator or in laundry baskets inside or outside of the classrooms. The teacher will open the door when she is ready to welcome your child into the room.

After class, please collect your child's coat, lunch, and tote bag from his or her assigned hook! Announcements and artwork will be sent home, too, so please check your child's folder or mailbox! Teachers will open the classroom doors when it is time to dismiss.

#### **Late Arrival or Pick-up:**

We ask that children arrive and leave on time. **Children may not be dropped off after 10am, unless you have prior approval from the Director of Preschool, as this is disruptive to the class.** Children also feel left out if they arrive later than the rest of the class in the morning and frightened if they are not picked up at dismissal.

**Please call the Director of Preschool at (317)-873-3232 if you will be late dropping off or picking up your child, so that we may plan accordingly/reassure him or her! A late pick-up fee will be charged if you are late to pick up with a flat late pick-up fee of \$20, plus \$1 per minute for every minute late past the 5-minute grace period. This late fee will be charged per child.**

#### **Early Release of Child:**

No child will be released for pick-up to a person not authorized by the parent as indicated

on the pick-up/release form. **We must have a written notification by the parent to change these instructions. Also, a form of ID may be asked of those picking up your child.** Siblings are not allowed to pick up children unless of driving age or previously arranged with the Director of Preschool. If you plan on picking your child up early, please let the Director of Preschool and the teachers know so that they can have your child and his or her belongings ready! If other children are napping at that time, please be considerate when entering the building/classroom! Please use the preschool entrance, as the other entrances will be locked during school hours!

#### **Vacation Policy:**

We follow the Zionsville Community Schools calendar for vacations. **If you choose to take additional vacation time, you are still responsible for your child's tuition, regardless of how long you are gone. Please let the Director of Preschool know of any planned vacations or if parents or guardians will be out of town while the child is at school! If you choose to take an extended vacation, you are still responsible for your full monthly tuition payment.**

#### **First Few Days:**

The first few days of school are always tough on parents/guardians, teachers, and children – especially young children attending for the first time. It is common for a child to become upset when he or she is aware that mom or dad is leaving. Here are some suggestions that might help: Don't drag out your goodbyes and don't sneak out. Be sincere, loving, and brief. The more time that you spend with your child, the harder it is on everyone. Children most often settle down and stop crying after their parents/guardians leave. If the crying becomes uncontrollable, we will call you.

#### **Special Events:**

##### Parent Information Night:

This is an opportunity for parents/guardians to meet staff members and to tour our facilities. This is an excellent opportunity for you to ask any questions that you still have. **If you have not turned in your child's forms, please bring them to Parent Information Night!** The forms are available on our website or in the Preschool office. **Please refer to your registration confirmation regarding the date and times for Parent Information Night!**

##### Open House:

The first day of school for the children will be a preview day for both parents/guardians and children. It will consist of a shortened school day schedule. This is meant to help parents/guardians and children feel comfortable with both the staff members and the school environment. Their first full day of school will be on their next scheduled day. **Please refer to your registration confirmation regarding the date and times for Open House!**

##### School Pictures:

School pictures are taken in the fall and the spring for each child individually and for each classroom. Parents/guardians are under no obligation to purchase these pictures, but will be offered various packages through the photographer who provides this service.

#### Field Trips:

Due to the young age of some of our children, Christ Lutheran Church Preschool does not generally engage in field trips. However, we will occasionally go on walking field trips (with parental permission) or go on service field trips (such as Christmas caroling at Zionsville Meadows or delivering valentines to Hoosier Village), in which case parents or guardians will drive their own children and meet us there. **The Preschool staff members will not provide transportation.**

#### Moms and Dads:

"Donuts with Grown Ups" and "Muffins in the Morning" are special days for all children to share their classrooms and teachers with their dads and moms.

#### **Daily Procedures:**

##### **Coat Hooks (Door Knobs):**

Each child will be assigned a coat hook (door knob) in the hallway outside of the classrooms. Upon arrival, parents/guardians should help their children place their coats and tote bags/backpacks on their assigned hooks. Hats and mittens should be stuffed in coat sleeves.

##### **Tote Bags/Backpacks:**

Please bring a tote bag or a backpack to class each day! These should be hung on the child's hook outside of the classroom. **This bag should have the child's name marked clearly on the outside. For all children, please pack at least 1 complete change of clothing (including socks and shoes) in your child's tote bag/backpack, as accidents and spills do happen!**

##### **Cots for Toddler 1, 2/3s, and 3/4s Classes:**

In order to comply with Indiana's health and safety regulations for registered ministries, we use approved cots for the children's naptime. **Please bring a fitted crib sheet and a small blanket for your child to use, preferably 1 that is distinctive! It must have the child's name on it. This blanket is only to be used at nap time. The sheet and blanket will need to be laundered and returned every week. You may bring a favorite sleepy-time toy and a pacifier, too.**

##### **Clothing:**

Children should be dressed in clothes that are comfortable and easy for them to manage. Please do not send your child in dressy clothing (unless it is school picture day or another special event), as clothes can get dirty at school from paint and playing! Shoes should have pliable soles and be safe for walking and running around in (no open-toed shoes, flip flops, or Crocs, please)! If your child is wearing weather appropriate shoes, such as rain boots or snow boots, please bring in a pair of tennis shoes for them to change into during the day!

**The children will go outside every day unless weather prevents them from doing so. Please dress your child appropriately! Send jackets/coats and hats and mittens when appropriate.**

**All clothing needs to be marked with your child's name.**

**Please send a complete change of clothing (including socks and shoes) in your child's tote bag/backpack daily, as accidents and spills do happen!**

**Personal Possessions:**

Please do not allow your child to bring books or toys from home, as this creates problems with sharing and items can get lost or broken! Exceptions are any item that your child uses when napping or any item brought for show-and-tell. **Please mark all items!**

**Snacks:**

**Snacks are donated by parents/guardians. Your child's teacher will have a schedule for your child's class letting you know when and what you will be bringing.** Other needs are listed on our materials list and any donation of these items throughout the year will be gratefully accepted. **Please remember that all snacks need to be store bought, in their original packaging, and nut-free per our safe transportation of food policy!**

**Lunches:**

**Please bring your child's lunch in a labeled bag or lunchbox!** All lunches will be refrigerated, in keeping with State regulations. Any uneaten remains that won't spoil will be left in the child's lunch bag or box so that you can see how he or she ate that day.

The following are some good lunch ideas suggested by the staff members:

Ham or turkey sandwiches, crackers and cheese, yogurt, diced fruit, bananas, cut veggies, and graham crackers. **We are a nut-free campus, so please do not send any types of nuts or peanut butter! Also, please do not send choking hazards such as popcorn, raw carrots (carrot sticks are fine), uncut grapes, candy, or circular cut hot dogs!** From time to time, a child's lunch will be left at home or in the car. We will provide a well-balanced lunch for your child in an "emergency" such as this.

**Birthdays:**

Birthdays are special events for children. Parents or guardians are encouraged to provide a special snack in celebration of their child's birthday. This may be a snack that your child likes very much and would be pleased to share with his or her friends. Please remember that snacks do not always have to be sweet! Sometimes a special cracker with a piece of cheese cut into a festive shape can be a wonderful treat, too, and fresh fruits and veggies are always welcomed. **Birthday snacks must be store-bought, in their original package, and nut-free per our safe transportation of food policy.** Please contact your child's teachers prior to the day of celebration! Summer birthdays will be celebrated at the end of the school year, as parents/guardians wish.

Please send invitations and thank you notes outside of the School, unless the entire class is invited!

**Communications:**



**Visiting:**

You are welcome to visit us any time, but please remember to do so unobtrusively! During class, the teachers' attention must be focused on the children. **We ask that you first inform the Church Administrator and/or the Director of Preschool of your presence in the building.**

**Communication:**

Please visit, call, or e-mail the Preschool office whenever needed (messages will be given to your child's teachers)! **If you need to have a lengthy discussion with your child's teachers and/or the Director of Preschool, please set up a time to meet with them outside of school hours!**

Communications from the Preschool to parents/guardians will be provided in several ways, including e-mails, daily sheets (for the toddler classes), class calendars and newsletters, and a monthly Preschool newsletter.

**Parent/Teacher Conferences:**

The 3/4s class parent/teacher conferences will be held in February/March, and the Pre-Kindergarten class parent/teacher conferences will be held in March. Sign-up times will be posted by teachers and announced in class newsletters or on class calendars. Additional parent/teacher conferences and the Toddler 1 and 2/3s class conferences are available upon request.

**Professionalism:**

Parents/guardians should always bear in mind that professional behavior supports the success of our ministry.

*The intention of this policy is to help people resolve conflicts in a professional, Christian manner following the example of Matthew 18:15-17. This policy applies to staff members, Board members, parents/guardians, Church members and community members.*

If a misunderstanding occurs, the matter should be discussed privately by the involved parties. All problems should be solved informally by reaching mutual agreement to restore the relationship. In the event that any problem cannot be resolved to a mutual agreement, the following procedure may be followed:

- A meeting held with the Director of Preschool or 1 Preschool Board member, person of choice, or Direct supervisor (if staff) and involved parties. If mutual resolution is not reached, then:
- The grievance must be submitted in writing to the Preschool Board for discussion. The Preschool Board will communicate a decision within 30 days.
- If this is still not satisfactory, the Pastor or the Church Governance Board may be asked to join the discussions further.
- **Threatening language and behaviors will not be tolerated.**

**Discipline:****Discipline Policy:**

- All children are viewed as precious gifts from God. God has given us as parents and caretakers the responsibility to teach each child to become loving, responsible, obedient people. Misbehavior is an opportunity to teach correct behavior.
- We use Conscious Discipline to help children develop self-control, self-direction, self-esteem, and cooperative behavior. We try to help children learn to solve problems and use words to express their frustrations. We set consistent and simple rules that define the limits of behavior. We do not use physical discipline or techniques that may shame, frighten, or damage the self-esteem of a child.
- Concerning behaviors, such as hitting, kicking, spitting, hostile verbal behaviors, and/or any other behaviors which may harm other children and/or staff members are not permitted. However, we do understand that certain behaviors, such as biting in the Toddler 1 and 2/3s classes, may be developmentally-appropriate behaviors that some children may go through. Our approach to supporting children is as follows:
- In response to these behaviors, staff members will not use: Threats or bribes, humiliation or isolation, deprivation of food or other basic needs, or physical punishment.
- In response to these behaviors, staff members will: Respect children, establish clear expectations and be consistent and fair in enforcing them, use positive language to explain desired behaviors, speak calmly while talking at the child's eye level, give clear, positive choices, redirect the child to a new activity, support self-expression, self-regulation, and problem solving, utilize Conscious Discipline, which will accomplish all of the aforementioned items, as well as support positive interactions and build relationships, provide engaging classroom environments that represent and support the different stages of child development and cultural diversity using a variety of learning approaches, books, manipulatives, etc., and/or staff members will shadow the child if necessary.
- In extreme situations, if a child does not respond and his or her behavior continues to be disruptive and/or harmful to himself or herself or others, the issue should be discussed with the parents or guardians promptly and privately. These behavioral issues must be documented by the teachers. Documentation tools may include anecdotal notes, and picture and/or video evidence. Teachers should then be utilizing behavior management strategies based upon their observations. All of this information will be kept confidential and shared with parents or guardians at a private conference. If necessary, a behavior action plan should then be created amongst the team, consisting of the Director of Preschool, the teachers, the Developmental Teacher, and the parents or guardians.
- Should the agreed-upon strategies not resolve the situation, and/or parents or guardians are unable to support the team in resolving the issues as outlined, as a last resort, they may be asked to find alternative Preschool arrangements.  
Please refer to our special needs and suspension and expulsion policies for more information!

**Disruptive Behavior Procedure:**

Children demonstrating disruptive behavior, including, but not limited to biting, pinching, shoving, hitting, spitting, and failure to follow Christ Lutheran Church Preschool rules will be handled in the following manner:

1. First a conference will be set up with parents or guardians, teachers, the Developmental Teacher, and the Director of Preschool to discuss modifications at home and school.
2. Then the child will be closely followed by the Director of Preschool and/or the Developmental Teacher, and a written record made throughout the day to witness and record the behavior with the long-term goal of helping the child ultimately redirect his or her frustration.
3. If the behavior still continues, the Director of Preschool will request the child to have time off from school, upon Preschool Board approval.
4. Finally, the child may be dismissed from the Preschool program.
5. Any severe, disruptive behavior which threatens the health or welfare of other children or staff members may result in the child's immediate expulsion, upon Preschool Board approval. No refunds will be given.

### **Health and Safety:**

#### **Forms:**

The following forms were sent out earlier and are also available from the Director of Preschool or found on our website. **These forms must be updated annually and turned in at the Parent Information Night or within 30 days of starting school, in order for your child to be able to continue to attend. The forms can also be e-mailed to [preschool@clczionsville.org](mailto:preschool@clczionsville.org), faxed to (317)-873-8654 to the attention of the Director of Preschool, or mailed to the Church at 600 North Ford Road c/o the Director of Preschool by that date:**

- ✓ Student Information Form
- ✓ Handbook Review Form
- ✓ Health Status Form and Immunization Record--State Form #49969
- ✓ Safe Transportation of Food Responsibility
- ✓ Parent's Notice
- ✓ Suspension and Discipline Policy

It is imperative that our files contain current home and work numbers for parents/guardians. When a parent changes place of employment or residence, the Director of Preschool should be notified and new information should be submitted in writing.

#### **Health and Safety Procedures:**

The Director of Preschool and staff members will ensure the health and safety of children by following the facility checklist:

- **Every classroom:**

- ✓ Exit maps

- ✓First aid kit and gloves
- ✓CPR chart
- ✓Sashes and cords out of reach
- ✓Look for choking hazards
- ✓Outlets covered
- ✓Sharp instruments out of reach
- ✓Cleaning products, labeled and out of reach
- ✓MSDS sheets filed and available for each chemical product used in facility
- ✓Toys checked for safety
- **Outside:**
  - ✓Playground covered with mulch—6-12" thick
  - ✓Playground equipment safe
- **Preschool office:**
  - ✓Flashlights with spare batteries
  - ✓Radio with spare batteries
  - ✓Cell phone (staff members only; this is not in the Preschool office)
  - ✓Emergency medical information for all children and staff members
  - ✓Phone numbers for all children and staff members
  - ✓All hazards weather alert radio

Additionally:

- A period of no more than 3 hours shall separate meals and snacks.
- Adults shall assist, supervise, and converse with the children during all meals and snacks.

- Staff members who handle and serve food shall thoroughly wash their hands with soap and water and use disposable towels. Hand washing shall be done before starting work, as often as necessary, and after eating, drinking, or using the toilet. Also refer to diapering and toileting procedures.
- All areas where food is served shall be properly sanitized before and after use.
- All garbage and trash shall be kept in tightly-sealed, easily cleanable receptacles which are covered and shall be removed on a daily basis (or more frequently, if needed). Containers must be cleaned and disinfected, as necessary.
- Toilets, toilet chairs, changing tables, and sinks shall be cleaned and sanitized.
- Toys shall be sanitized on a regular basis.

#### **Illness:**

**Please call us at (317)-873-3232 or email us at [preschool@clczionsville.org](mailto:preschool@clczionsville.org) and let us know if your child will be out sick! If the illness is significant and communicable, we may need to send a general alert to other parents/guardians.**

**If your child becomes ill at school, you will be notified to pick up your child immediately. If we are unable to reach you, we will call the first person on your emergency list and continue through the list until someone is contacted. Your child will be removed from the classroom to rest in the office. (Please see the section below for information concerning children who become ill or injured while here at school)!**

In the case of a teacher being absent, a certified substitute will replace the teacher for the time needed.

Any special Illness policy due to major community outbreaks will be communicated to you in a special policy or response plan.

#### **Medication:**

**Prescription medicine must be brought to Preschool in its original container with a note from the child's doctor.** These medicines will be locked in the child's classroom. (The key must be readily accessible to adults only). If the medication needs to be refrigerated, please send the parent or guardian with the medicine to the Director of Preschool! Medicine will be given according to the label instructions. **We need daily written authorization on all medications, including on over-the-counter medications from a doctor.**

#### **Medical Illness/ Incident/Injury Policy:**

**Children should be healthy when brought to Preschool. If children have the following symptoms of illness, they should remain at home: chills, headache/body aches, fever over 100 degrees, diarrhea, vomiting, rash, red and draining eyes, cough, persistent upper respiratory symptoms, sore throat, enlarged glands, heavy yellow-green discharge from the nose, loss of sense of smell or taste, or any other symptoms from a communicable disease.**

Children must be free of symptoms for 24 hours before returning to Preschool (without any fever-reducing medication during that time).

If a child becomes injured at Preschool, we will assess the situation and determine if medical treatment is needed. If the injury is not serious, a staff member will administer first aid. If staff members need to intervene in any way due to medical illness, incident, or injury, a report (see below) must be completed. The report will be completed once treatment has been given. A copy of the report is filed at Preschool, the original is sent home.

Parents or guardians will be called regarding the illness/incident/injury if the staff member feels that the child is in danger, the child cannot be consoled, the child has a temperature of 100 degrees +, is vomiting, or the child may be contagious to others. The child will be removed from the classroom to rest in the Preschool office.

If we are unable to reach the parents or guardians, we will call the first person on the emergency list and continue through the list until someone is contacted, including the physician.

If the injury is significant, a staff member will immediately call Emergency Medical Services (EMS) and then notify parents or guardians.

**Medical Illness/Incident/Injury Report**

**Christ Lutheran Church Preschool**

Child's Name: \_\_\_\_\_

Date of Illness/Incident/Injury: \_\_\_\_\_

Time and Place of Illness/Incident/Injury:

\_\_\_\_\_

Description, Including Actions of All Children and Adults Involved: \_\_\_\_\_

Description of Child's Injuries and Actions Taken to Treat the Injuries:

☐ Ice              ☐ Band Aid              ☐ Antiseptic              ☐ Other \_\_\_\_\_

Describe How and When Parent or Guardian Was Notified:

☐ Discussed w/ Parent or Guardian    ☐ Phone Message              ☐ Note Sent Home w/  
Caretaker

Report Completed by: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Toileting and Diapering:**

- Children will be taken to the toilet whenever they ask.
- Children must always be supervised for safety and sanitary reasons.
- Children must always be wearing some form of undergarment for sanitary reasons, i.e. diapers, Pull-Ups, or underwear.
- Classes will also be taken to the restroom as a group.
  - o Doors must be propped partially open so that children are in the line of sight of staff members, both in the restroom and in the hallway waiting for their turn, for their safety at all times.
  - o An adult and a child will not be in a bathroom alone together unless the door is open.
  - o Separate boys from girls whenever possible.
  - o All children and staff members are required to wash their hands with soap following toilet use.
- **All children must be toilet-trained and able to use the toilet by themselves as a prerequisite for enrollment in the 3/4s class.** If a child does not meet this requirement yet, the parents or guardians must meet with the teachers and the Director of Preschool by the end of the second week of school to agree on procedures that will allow the child to become toilet-trained by the end of the first month-6 weeks of school.

### **Toilet Training Procedure for Children:**

- To help children achieve bowel and bladder control, staff members should enable children to take an active role in using the toilet when they are physically able to do so and when parents or guardians support their children's learning to use the toilet.
- Toilet learning, when initiated, should follow a prescribed, sequential plan that is developed and coordinated with the parents' or guardians' plan for implementation in the home environment.
- An emphasis should be placed on appropriate hand washing after toilet use, and children should be provided frequent and unrestricted opportunities to use the toilet.

### **Diapering Procedures:**

- Adults shall wear gloves when changing diapers.

- Children must always be wearing some form of undergarment for sanitary reasons, i.e. diapers, Pull-Ups, or underwear.
  - Only 1 staff member should be in the diapering/toileting area at a time. The other should be within sight of children during diaper changing.
  - If at all possible, 2 adults should be within sight during diaper changing.
  - A clean, waterproof, disposable paper shall cover the changing pad, and be removed after each diaper change. The pad and table shall be sanitized after each diaper change.
  - Dirty diapers shall be removed from the premises at the end of each day (or more frequently, if needed).
  - Adults shall wash their hands and the children's hands before and after each diaper change.
- Disposable diapers must be sent each day in the child's backpack.

### **Immunizations:**

**In order to keep immunization records current, we suggest that parents or guardians request a copy of their child's immunization record each time they go to the doctor for a well-child visit.** It is the parent's or guardian's responsibility to supply the Preschool office with a copy of this record after each visit so that our information remains current.

We recommend that all children be immunized against the diseases of hepatitis B, diphtheria, pertussis, tetanus, poliomyelitis, haemophilus influenza B, measles, mumps, and rubella at appropriate ages. The table below shows the immunization schedule recommended by the Indiana State Department of Health.

<u>Recommended Age</u>	<u>Immunization</u>
2 months	HepB (Hepatitis B) DTaP (diphtheria, tetanus, acellular pertussis ) IPV (inactivated poliomyelitis vaccine) Hib (haemophilus influenza B) PCV (pneumococcal)
4 months	DTaP, IPV, Hib, PCV,
6-17 months	HepB, DTaP, IPV, Hib, PCV, RV, Influenza (yearly)
18-23 months	HepB, DTaP, Hib, PCV, MMR (measles, mumps, rubella), Varicella (chicken pox)
24-59 months	DTaP, IPV

**We do offer refusal to vaccinate forms if you choose not to vaccinate your children due to religious beliefs or medical reasons. Please see the Director of Preschool for one of these forms!**



**Emergency Procedures:**

**Our staff members are trained in fire, tornado (severe weather), and general evacuation procedures.** If an emergency requires that children be evacuated from the Church entirely, the children will be escorted to the fire station located .2 miles south of the Church on Ford Road.

**Fire:**

**Fire safety instruction will take place every October in the classrooms. A fire drill will be held once per month.** Written records will be kept on each fire drill. Whenever the fire alarm sounds:

1. Staff members will escort the children from the building, exiting from the nearest door, and proceeding to the end of the parking lot.
2. Teachers will bring a list of all children's emergency phone numbers and a cell phone.
3. All doors will be closed.
4. Roll call for each class will be taken outside.
5. The Director of Preschool will give the signal for safe re-entry or, in the case of a real fire, have the classes meet in the front Church parking lot, farthest from the building.
6. If an emergency requires that children be evacuated from the Church property entirely, they will be escorted to the fire station located .2 miles south of the Church on Ford Road. There, parents/guardians will be contacted to come and pick up children.

Fire Extinguishers are located in the hallway near the kitchen door; in the hallway near the Church office; in the hallway near room 120; and in the hallway near room 118.

Fire Alarm Pulls are located near the outside doors in each hallway, and across from the Director of Preschool office. Fire doors, located between the Church and Preschool wings, are not to be propped open with any device or blocked at any time. The Church has an alarm/smoke detector system located within ductwork and sprinklers.

**Severe Weather:**

If the community tornado siren goes off:

1. Teachers will pick up a list of all children's emergency phone numbers and a cell phone.
2. Classes will evacuate classrooms and go directly to the choir room (room 117).
3. Children will be instructed to assume the "safe posture" position (facing the wall, down low on knees, head bent down and arms up and overhead). Children should be away from all glass.
4. Roll call will be taken for each class.
5. The Director of Preschool will bring a battery-operated radio and give the signal for safe re-entry to classrooms.

**In addition, severe weather drills will be held once per month.**

**Security Plan:**

**All doors to the Church will be locked at all times.**

In the event of any security risk (bank robbery in the area, any person posing a threat, if police advise of a possible threat to children or to our facility, bomb threat, chemical spill, Anthrax, hostage situation, etc.), the following steps will be taken:

1. The Director of Preschool will advise the staff members of a lock-down situation. This information may come from other Church staff members if they get word of an emergency situation first. The code word will be used so that the children are not unduly afraid.
2. Children and staff members are to remain inside their individual classrooms until the verbal all-clear signal is given by the Director of Preschool.
3. Classroom doors will be locked and windows will be covered, if possible.
4. The entire building will be locked and signs will be posted on the doors stating that the facility will remain locked until the threat is past. The signs will say: "Facility locked until further notice. No entrance or exit."
5. Every effort will be made to keep the children calm and safe.
6. Lights may be dimmed and children will be encouraged to be quiet if there is an immediate threat in the building.
7. The Director of Preschool and teachers will have a phone list and may make phone calls to parents/guardians if needed, but will also reassure parents/guardians that every effort will be made to keep children safe. 1 staff member in each room will need to have a cell phone.
8. The entire facility is protected with an alarm system, which must be activated and deactivated when the first person or the last person enters or leaves the building, respectively. This system also allows only the front door to be used by all of those coming into the building.

#### **Child Abuse and Neglect:**

**The well-being of the children in our school is our primary concern.** We will do everything possible to always have 2 adults present with a group of children. Appropriate adults may be staff members, volunteers, or parents/guardians of children. Changing diapers is done in a room with at least 1 other adult present. No child is ever left unattended on a changing table.

**Indiana's reporting laws specify that anyone who has "reasonable cause to believe" that a child is being abused or neglected must report the suspicion to Child Protective Services or the police.**

Our role is to identify and report, not to investigate. Any suspicions should be reported immediately to the Director of Preschool.

Please refer to the booklet, "Children/Youth Protection Policies and Procedures, Christ Lutheran Church" for the full details of our child safety policies and procedures!

#### **Financial Information:**

**Registration:**

**Registration opens in January for the following school year.** Announcements of dates and times will be sent out to all parents/guardians. We require a non-refundable, non-prorated \$250 registration fee per child prior to May 1 (subject to change). Any registration fees paid after May 1 will be increased to \$260. Registration materials are available from the Director of Preschool, in the Preschool office, on a table in the narthex, or on our website: [www.clczionsville.org](http://www.clczionsville.org). **Please note that the Director of Preschool must have the registration form and registration fee in order to hold a spot!** Registration proceeds on a first-come, first-served basis per group in the following order:

1. Current families and congregation members (please sign up in a timely manner so you don't lose your spot before we open up to the community)
2. Community

**Tuition:**

The monthly fees for each class are outlined below (subject to change – please see current registration and tuition):

Toddler 1 and 2/3s Classes:

Two mornings/week: \$260/month

Two full days/week: \$520/month

Three mornings/week: \$390/month

Three full days/week: \$780/month

3/4s and Pre-Kindergarten Classes:

Two mornings/week: \$260/month

Three mornings/week: \$520/month

Extended day is \$130/month additional for each extended day.

Drop in \$35 per session, prior approval required

**Monthly tuition payments are due the first of each month beginning on August 1 (but August is a half payment) and running through May 1, unless told otherwise. August payment must be received by first week of school.**

Late Payments: **Payments are deemed late if received after the 10th of the month and a \$25 late fee will be assessed.**

**Tuition rates are based on a 9.5-month commitment. Payment is required in full each month (except August, as that is a half payment) for the duration of the school year. Provided that there is room available, you may add days and/or extend days at any time throughout the school year. However, any reductions to your child's schedule need to be made within the 1<sup>st</sup> month. No refunds or adjustments will be made for missed days or**

cancellations, such as illnesses, vacations, holidays, school breaks, snow days, and staff professional development days. Christ Lutheran Church Preschool will be closed at least once per semester for professional development for our staff members, as professional development is an integral component to our Preschool program.

We offer drop in (when staff and ratio allow) at a rate of \$30 per session. Please email the director with any dates needed so we can let you know of availability.

You will be denied registration during our enrollment period if you have an outstanding balance or entrance the following summer or school year if there is an outstanding balance at the end of the school year.

**Tuition Assistance:**

**Christ Lutheran Church Preschool provides a tuition assistance fund for families who are in need or develop a crisis during the school year.** All applications are to be submitted to the Director of Preschool preferably in the when you register or in the spring. The Preschool Board will consider all applications and make recommendations. The monies available will be distributed among the applicants as needed or until the allotted funds are exhausted (full or partial payments each month) and paid directly to the children's tuition accounts until the need is no longer present. Families will be notified of the Preschool Board's decision.

The Director of Preschool should be notified if an applicant's situation changes.

**Payment:**

**We can accept payments in the form of checks, or money orders. Please make any checks or money orders payable to: Christ Lutheran Church Preschool (or CLCP for short)!**

All check, or money order payments must be handed to the Director of Preschool or a member of the administrative team or mailed to the Preschool at:

600 North Ford Road  
Zionsville, IN 46077

**If you would like to set up ACH payments, please see the Director of Preschool to sign a contract!** You can also set up automatic payments with your bank, but please have your tuition payment timed to arrive here by the 1<sup>st</sup> of each month, from August through May!

**Payments will be deposited within 90 days. Receipts are available upon request.**

**Federal ID Number:**

**For tax reporting purposes, our Federal ID number is 35-1615191.**

**Returned Checks:**

**Checks returned for non-sufficient funds and ACH returned payments will result in a charge of \$25**

to cover our bookkeeping and banking costs. In addition, any other amounts that the school is charged by the bank for resubmitting checks or returned checks will be added to your tuition costs.

**Withdrawal from Preschool Program:**

If you find it necessary to withdraw, we request written notice 2 weeks in advance.

**Parent Participation:**

**Play Dough Recipe:**

Parents/guardians may be asked to donate some homemade play dough for their class. This is a great family activity.

Ingredients:

- 2 1/2 cups flour
- 1/2 cup salt
- 2 (4 g) packages unsweetened Kool-Aid powdered drink mix
- 2 cups boiling water
- 3 tablespoons oil

Directions:

1. Mix flour, salt, and Kool-Aid until blended.
2. Add oil to boiling water, mix with a spoon until cool enough to knead.
3. Continue kneading until color is blended.
4. Store in an airtight bag or container in the refrigerator.

**Materials and Donations:**

**Currently, Christ Lutheran Church Preschool requires no supply fee.** However, we will publish a list of materials used by our Preschool program throughout the year, and we welcome any donations that parents or guardians care to make. Standard items include the following: Goldfish, pretzels, crackers, diapers/Pull Ups, wipes, napkins, 5 ounce cups (waxed), Kleenex, markers, glue sticks, etc.

In order to enhance our Preschool program, Christ Lutheran Church Preschool will gladly accept donations of new or gently used items in good condition. Please see the Director of Preschool first! Any monetary contribution toward the purchase of school items will be accepted with our sincerest gratitude. At times, a wish list will be posted.

**Volunteer Opportunities:**

**We have many volunteer opportunities available for parents/guardians, Church members, and community members:**

- Serve on the Preschool Board.
- Serve on the Parent Advisory Council.
- Help with cleaning toys and various projects.
- Share a skill or expertise in your field for "community helper's month", chapel, or in the

classroom.

- Help with classroom prep, like putting up bulletin boards, cutting out materials, laminating, etc.
- Property issues, like repairing broken equipment, putting together toys and equipment, etc.
- Creative outlets, like scrapbooking, sewing, photography, music, art, cooking, etc.

**Paid Opportunities:**

**We are also always looking to add people to our sub list.** If you are interested in being on our sub list, please let the Director of Preschool know!



**Christ Lutheran Church Welcomes You-  
Come and Join Us!**

Christ Lutheran Church is a member congregation of the Evangelical Lutheran Church in America (ELCA), dedicated to proclaiming the Gospel of Jesus Christ in the Zionsville community. Our congregational mission is "To live as God's Servants in the world as we Proclaim, Reflect, and Celebrate the love and grace of Jesus Christ".

Christ Lutheran Church provides a variety of worship styles and offers a diversity of ministries to serve all people, whatever their situation in life.

We want to be a place where you can receive the blessings of God in Jesus Christ. Christ Lutheran Church wants to be the place you can call your "Church home".

**Worship Schedule (please see website for current times):**

Sundays at 10:30am

Sunday School for all ages at 9:15am

Nursery provided for many services.

[www.clczionsville.org](http://www.clczionsville.org)