

`23-'24

Our Mission:

Teach the Truth, through learning about God's world in the light of God's Word.



Preschool Discovery & Academy

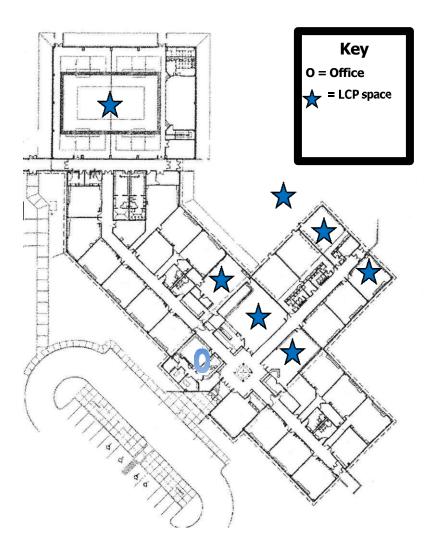
5801 S.84th St. Lincoln, NE 68516 aandelt@lincolnchristian.org

www.lincolnchristian.org/preschool (402) 488-8888 x252

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Facilities MaP



Dearest Preschool Families,

Welcome to LC Preschool, where our school's youngest learners will begin their journey. I am thrilled you have chosen to partner with our LCS family. Together, we can help your child develop their **Biblical Worldview**.



Clear communication is very important to us! This handbook contains important information to help you navigate this school year. **PLEASE read by Aug 31st.** After reading:

 Send me an email (aandelt@lincolnchristian.org) with subject line "I read/understand the Preschool Handbook". In September there will be a drawing for a prize among those that have read the Handbook.

2. Keep this Handbook in a <u>convenient place for</u> <u>easy referral throughout the school year</u>.

May God richly bless your family this year and thank you for choosing LC Preschool.

Sincerely Yours,

Angie Andelt LC Preschool Director

Phone Extensions

402-488-8888

#252 LC Preschool

- Mrs. Andelt
- Mrs. Felles
- Mrs. Pelling
- Mrs. Buettner
- Mrs. K
- #228 Admissions Director
- #230 Nurses Office
- #213 Business Controller
- #201 Elementary Office
- #203 Elem. Admin. Asst.
- #209 Elementary Principal
- #220 Superintendent

- Mrs. Ballard
- Mrs. Frederick
- Mrs. Norcik
- Mrs. Smith
- Mr. Huseman
- Dr. Kassebaum



Class Session Hours



ALL AM Classes Drop Off Period - 8:15-8:25 am Pick Up Period - 11:05-11:15 am

ALL PM Classes



Drop Off Period - 12:15-12:25 pm Pick Up Period - 3:05-3:15 pm



<u>Our Vision</u>

Every student will experience a life-changing Christian education which intentionally integrates the Truth of the Gospel of Jesus Christ into every aspect of intellectual, physical, social and spiritual life.

Program Distinctives

LC Preschool...

- Bible-based!
- Operates within a Safe, High Quality school environment.
- Encourages respect for others, as God's creation.
- Encourages Parent Classroom Involvement
- Offers low Teacher/Student ratio.
- Academic FUN!!!
- Utilizes Child Initiated Learning AND Teacher Guided Learning.





We believe that each child:

- is a unique creation of God, made in HIS image.
- learns by actively participating, exploring, and discovering every moment of the day.
- grows developmentally in predictable steps but at his/her own pace.
- learns by daily example.
- we believe learning is most meaningful when it is integrated across all areas of development!

If a student/parent believes he/she is offended by the words/actions of a teacher, as a fellow Christian he/she should always go first to the teacher through whom the offense came and share this with him/her (Matthew 18). If after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the Director/Administrator. This step should come only after talking to the teacher first.



- 1. that salvation is by grace alone, through faith alone, in Jesus Christ alone.
- 2. the Bible to be the inspired, the only infallible, authoritative Word of God.
- 3. that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- 4. in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- 5. for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- 6. in the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a godly life.
- 7. in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- 8. in the spiritual unity of believers in our Lord Jesus Christ.
- in God's design for marriage and the Family and the parents' role in educating and equipping their children.
- 10. in the sanctity of human life.

Admissions Policies



- Preschool students 3-6 years old, fully 'pottytrained' and who meet the birth date deadline July 31 are eligible to enroll.
- Enrollment is for the entire school year or the balance thereof.
- Age as of August and kindergarten enrollment dates determine class rosters.
- Parent Interviews are conducted.
- An application fee (\$100) is due per school year enrolled. This is not refundable.
- An annual Rolling Registration runs through January, based on availability.
- The date of enrollment is set by Director and parents after application/fee is submitted.
- If classes are full, a child can be placed on a waiting list to fill as vacancies occur.

- A child will be moved to a priority spot on a wait list when application is submitted.
- After offering an opening to a "wait list" family, the Director will wait 24hrs before moving to another family.
- A 2-wk notification of withdrawal must be given before the student's last school day. (Refunds can be issued for prepaid months following the withdrawal month, but no refunds can be issued after April 16th.
- Next school year's registration schedule: the first week is opened to currently enrolled preschool families, the second week is opened to currently enrolled LCS families, the third week is opened to LCS alumni and the fourth week is opened to the general public.

History & Description

LC Preschool History

Aug '04—LC Preschool opened with a DHHS-license for 4-6 yr olds utilizing a kindergarten room, the elementary gym, playground & activity room.

Aug. '09— LC Preschool expanded to add a 3 yr olds class!

Aug. '14— LC Preschool expanded again, adding a 2nd classroom for K-Prep only named Academy (4-6 yr olds). The 5-Day PM Academy program was added with library, P.E. and music specials.

Aug. '19 - LC Preschool expanded again, adding a 3Day afternoon Academy program.

Typical Schedule

Our daily schedule remains relatively consistent:

- Center Exploration
- Creative Movement
- Daily Meeting
- Bathroom/Snack Time
- Recess Activity
- Academic Skills Practice

Description

LC Preschool serves children ages 3-6 years old, offering 3 hour sessions 2, 3 or 5 days each week of the school year. Typically, this works into a 2 year program:

- Academy provides a wide spectrum of educational experiences designed to prepare 4-6 yr olds for kindergarten.
- Discovery introduces a variety of learning encounters designed to stimulate development in 3-4 year olds.



Faculty

Each LC Preschool Teacher is a Christian who has exemplified Christian living and meets preschool teacher qualifications along with first-aid and cpr training. Each classroom is staffed by 1-2 teachers, constantly involved with the children.

Preschool Calendar `23-'24

12/21-1/3No School / Christmas Vacation1/3No School / PD-TW DayTBANo School / Fall '24 Open HouseTBAOpen Preschool Reg Fall '242/13,14Valentine Parties2/28,29No Preschool / Conferences3/1No School / Happy Spring3/11No School / PD-TW Day3/21,22Easter Parties3/25-4/1No School / Easter Vacation4/26No PM School/All School Picnic5/9,10Last Days of LC Preschool	
5/14 Preschool GRADS & SPRING PROG	
5/9,10 Last Days of LC Preschool	

School Supplies `23-'24

Before school begins, each student is asked to donate specific classroom supplies.



Discovery 3 Day Class

1 pkg 5oz plastic cups 2 rolls paper towels

2 Day Class

1 pkg 5oz plastic cups 1 bottle hand soap



Academy

3 Day AM Classes

1 pkg 5oz plastic cups 1 box kleenex

3 Day PM Classes

2 rolls paper towels 1 bottle hand soap

2 Day AM Class

1 pkg 5oz plastic cups 1 pkg paper plates (flimsy, non-waxed)

5 Day PM Class

2 rolls paper towels

1 box kleenex

Tuition/Donations

Tuition

Tuition payment plans are scheduled online through FACTS as families enroll.

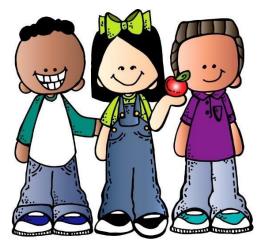
Plans include paying:

- 1x payment (discount)
- 2x payment (discount)
- 10 monthly payments
- 12 monthly payments

Donations

LC Preschool is funded through tuition and contributions to Lincoln Christian School.

Please consider Lincoln Christian School in your giving decisions. All gifts are tax ded



Contact our Business Controller, Crystal Frederick x203 or cfrederick@lincolnchristian.org

Student Guidance

Interaction

LC Preschool Teachers:

- Participate in children's play.
- Converse as partners with children.
- Use encouragement and praise.
- Encourage children's problem solving.

Supervision

LC Preschool Teachers know the whereabouts and are within sight/sound of all children at all times. They are alert, attentive, and responsive to each child's needs, protecting or removing children from harm.



Guidance

LC Preschool Teachers provide guidance encouraging children to acquire a positive self-concept and self-regulation. Behavior guidance used is constructive, positive, and suited to the age of each child.

LCS Standards of Conduct

"Let no man despise your youth; but be an example of the believers in word, in conduct, in love, in spirit, in faith, in purity." 1 Timothy 4:12

It is the goal of Lincoln Christian School to maintain high standards of behavior. It is important that students show respect towards spiritual things, as well as teachers and others in authority. Students should be courteous and respectful toward each other.

Conduct in the building, halls, restrooms, and classrooms should be quiet and orderly. When entering the building, students should become quiet and move in an orderly manner to their classroom or activity.

Damage to or loss of school property must be paid for by the student responsible.

Children are taught to obey teachers, respect others and treat others with courtesy.



Communication Tools

9 Preschool Tools

Watch for these communication tools:

- 1. <u>This Handbook</u> outlines basic procedures.
- <u>The Parent Bulletin Board</u> displays volunteer opportunities and "extras".
- <u>The Lesson Overviews</u> outline weekly curricular activities.
- The Whiteboard Easel is used for EMERGENCIES or last-minute updates/ corrections.
- 5. <u>E-mails</u> from the teacher for general updates.
- Formal Conferences generate specific detailed communication regarding each individual child.
- 7. <u>Our Private Facebook</u> <u>Group</u> for sharing pics/ comments/ideas.
- The website, www.lincolnchristian.org/ preschool gives Lincoln, overall information about LC Preschool.
- Newsletter provides weekly updates on preschool news – sign up here <u>https://lincolnchristian.</u> org/newsletter-signup/

3 Home Tools

Always, keep the teachers abreast of out-of-class activities/behavior or share helpful, constructive feedback regarding the LC Preschool program:

- <u>Drop-Off and Pick-Up</u> is a great time for a quick exchange.
- <u>E-mail or call</u> for sharing additional or personal information. For immediate contact use x 201. For contact within 24 hours, either use x 252 or email staff

@lincolnchristian.org using first initial last name.

 <u>Conferences</u> can be scheduled anytime for indepth interaction.

Please communicate with us!



Health & Safety

Immunizations

Health information, including immunization information, is mandatory by the State. Each child must have submitted up-todate immunizations or a written Refusal Statement at Enrollment.

Illnesses

LC Preschool/Academy requires the exclusion of any child who has <u>fever or</u> <u>other communicable con-</u> <u>dition</u> i.e. diarrhea, ringworm, impetigo, head lice, pinkeye, scabies, etc. <u>No-</u> <u>tify LC Preschool at once if</u> <u>the child has a communicable disease.</u>

Personal Hygiene

Soap is used for hand washing before snack and after all toilet use. Disposable paper towels are used for drying hands.

8 REASONS A Child MUST STAY HOME:

- 1. Nasal mucus secretions
- 2. Coughing

3. Fever, nausea, vomiting or diarrhea during the previous 24 hours.

- 4. Sore throat and/or spots
- 5. Eye drainage
- 6. Fussy/lethargy/not self

7. Communicable disease symptoms (<u>sniffles, red</u> <u>eyes, rash, head/tummy</u> <u>ache, fever</u>) 8. Exposed to a communicable condition



Return back when:

1. The incubation period for being communicable has been observed and symptoms subside 2. Well rested & normal behavior

Screenings

Health screening will be completed by the school nurse in the fall semester. These will include auditory & visual checks as well as height & weight.

Injury Procedures

If a child becomes ill at preschool, a parent/ guardian will be contacted and expected to pick him/her up ASAP. The School Nurse may be consulted.



In case of severe injury, 911 is called, then school nurse and parent/ guardian. If a parent cannot be reached, the designated

"emergency contact" is called. Until the arrival of a parent/guardian, paramedics/School Nurse/teachers will make care decisions for the child. The parent is expected to assume responsibility for any resulting expense.

ALWAYS, Keep school records up-to-date.

First Aid

The LC Preschool First Aid Kit is ALWAYS available and inaccessible to children.

Absences

Preschool sessions are planned assuming full attendance. <u>IF a **child is**</u> **absent, please email**

aandelt@lincolnchristian.org.

Include name and reason for the absence. If the absence is extended, please keep the staff apprised of the situation.

Abuse/Neglect Obligations

State law requires anyone suspecting that a child has been physically or sexually abused or neglected must report it promptly to DHHS at 1-800-652-1999. If emergency, call 911 or law enforcement 402-441-6000.

Smoking, Alcohol and controlled substances

LCS is a smoke-free campus. There are no alcohol, unlawful controlled substances, or not legally prescribed controlled substances allowed.

Fire/Tornado Drills

LC Preschool conducts at least 9 fire drills and 1 tornado drill per school year.

During warnings/drills, students are escorted to their inside/outside "Safe Spot".

Environment

LC Preschool maintains a safe, clean, and comfortable environment.

Telephone

LC Preschool maintains a working telephone at ALL TIMES, Emergency numbers are prominently posted.



Unsafe Behavior

If a student attempts to cause physical harm to another person, a warning of termination will be given. If he/she attempts again, enrollment will be terminated immediately.

Late Pick Ups

Guardians must **pick up their preschooler ontime everyday**. Fatigue/ anxiety affects a child's sense of well-being and teachers have meetings planned after class.

Authorizations

Preschoolers can ONLY be released to a <u>pre-</u> <u>authorized adult</u>. Preauthorizations should be written although a verbal notice works as well.

ID Lanyards

EVERYONE must wear their ID Lanyard while in the building, every time. If a parent is unavoidably detained, they must notify the elementary office (x 1) immediately so the preschooler can be reassured.

There is an overtime charge (\$10) for late pick ups. Consistent late pick ups will be cause for dismissal.



Important Procedures

Arrival & Dismissal "How to's"

AM Sessions

- Discovery & Academy rooms open each morning at <u>8:15 am</u>.
- Arrival is **8:15-8:25 am.** (Then parking in the front drive is permitted.)
- Dismissal is <u>11:05-11:15</u> <u>am.</u> (Then parking in the front drive is permitted.)
- Both Preschool rooms close at <u>11:15 am</u>.

PM Sessions

- The Academy room reopens each afternoon at <u>12:15 pm</u>.
- Arrival is <u>12:15-12:25 pm.</u> (Then parking in the front drive is permitted.)
- Dismissal Time is <u>3:05-3:15</u> <u>pm.</u> (Then parking in the front drive is permitted.)
- Academy room closes at <u>3:15 pm.</u>

All Sessions

- Drive up to the left side of the drive or into 'the island' parking spaces.
 ONLY use the red zone for quick drop offs.
- If before 8:15/12:15, <u>please wait with your</u> <u>child in the lobby area,</u> <u>TEACHERS ARE PREPARING</u> <u>AT THIS TIME.</u>
- That is a great place to 'connect' with other parents. (Encourage each other while watching your children.)
- At 8:15/12:15, accompany your preschooler into the classroom quietly (there are elementary classes in session); no running in the halls.
- Sign your child "in" on the chart provided with time

and your name.

- At pick-up, enter the classroom and your preschooler will be dismissed.
- Empty his/her cubbie and sign your child "out".

Computers & iPads

LC Preschool seeks to utilize the best learning environment available. This includes online resources periodically.

Supplemental Screentime

"Screentime" in class is a small fraction of the learning experience at LC Preschool. Only selected supplements are acceptable.

Grievance Policy

Parents/Teachers will first address the person with which they have a concern, calmly and confidentially. If the concern continues, include the Director. If not resolved, address the matter with the Elementary Principal. If still not resolved, address the Superintendent and Board in writing.

School Closings

The school will close if weather makes it dangerous to travel. Cancellations will normally be made the morning of school or the night before. On such days, announcements will be made by local outlets. An email will be sent to school families. LCS typically follows LPS in regard to school cancellation BUT each case will be determined on a case by case basis.

If a storm occurs during the school day, parents are encouraged to pick up their children when they feel it necessary. If the school closes during the day, it will be announced by the same local outlets.

A staff member will stay until the last student is picked up.

Snack Calendar

Parents sign-up to provide healthy snacks for the entire class each day. The monthly Snack Calendar is posted on the Parent Board by the classroom entrance. Parents sign up by writing their preschooler's name on a specific day.



Snack Safety

ONLY store-bought items

are welcomed in unopened original containers/individually wrapped. Ideas?

- # Chopped fruit/veggies
- @ Raisins
- # Jell-O
- @ Cheese
- # Crackers
- @ Breads
- # Pretzels
- @ Yogurt
- # Snack bars
- @ Etc.

Food allergies are announced at the beginning of the school year, per class and again periodically. BUT LC Preschool is ALWAYS **NUT FREE**.

LC Preschool encourages "healthy" snacks for students to develop good eating habits.

Directory

A Preschool Class Directory is published at the beginning of each school year. The Directory contains names, addresses and phone numbers of families enrolled in each class.

Show 'N Tell

Show 'N Tell days are Thursdays/Fridays each week. Clean items are placed in the Show 'N Tell Basket upon arrival. Labelling the child's name is encouraged. Each child will have the opportunity to Show and Tell something. This is NOT mandatory.

Toys from Home

Children **do not bring items/toys** from home except for Show 'N Tell.

Birthdays

LC Preschool wants to celebrate each child! If her day falls on a nonpreschool day, the parent should communicate a new plan with the teachers, to schedule a suitable celebration day. Birthday celebrations are special. Parents may bring a special snack for the class.

Written Invitations to Students

IF a student wishes to invite classmates to an activity outside of school and invitations are given at school, they MUST be for the entire class, or for all boys, or all girls, to prevent hurt feelings.

Solicitation

LC Preschool may not be used as a setting for solicitation.

Assessments

Twice each school year, LC Preschool teachers conduct a formal Developmental Scan/ Assessment for each student. These Assessments entail Phonemic and Number Concepts, Articulation and Cognition; along with Social, Fine Motor and Large Motor Development.

Parent/Teacher Conferences

Following both Developmental Scans/ Assessments a 20minute Parent/Teacher Conference is scheduled. This happens to enable deeper conferring together.

The Academy Assessment satisfies the Kindergarten Screening requirement for LCS Kindergarten Enrollment.



Field Trips & Special Visitors

Field Trips enhance learning by offering experiences unavailable in the classroom. Parents are notified of upcoming field trips at least 2 weeks in advance. Parent Permission is noted during Enrollment.

Parents/guardians are responsible for providing transportation to and from field trips for their child. A guardian must remain with the student for the duration of the field trip.

Special in-house events are scheduled to enhance the weekly themes as well.

Book Orders

Periodically, LC Preschool parents are eligible to order books from Scholastic book club. These books are offered at exceptional prices to allow families to build their home libraries. Most are paperback. Hardcover are specially designated. When parents order through Scholastic.com, LC Preschool receives points with which to order free books. If you choose to order, go online to www.scholastic.com/ bookclubs; sign up/in. Use "Class Code" GRNWY.

LC Preschool is notified with each order. Books arrive a couple of weeks after the due date.



LC Preschool does not endorse all the materials offered by Scholastic.

<u>Special Events</u>

Beginning of the Year Meet `N

Greets

Each school year, Meet 'N Greets are hosted in class before school begins.

Families are able to meet & greet the teachers and other families in their class.

Grandparent's Days

Grandparents and/or Special Friends are invited to spend some time in their grandchild's classroom during class. This day typically occurs in the fall.

Early Ed. Christmas Program

Every Christmas season, Kindergarten and LC Preschool students have the opportunity to participate in a public performance of music & drama.

Spring Program and Graduation Ceremonies

Every Spring, each LC Preschool class has the opportunity to participate in an End of the Year celebration.

K for a Day

Families with prekindergarten aged children are invited to meet the kindergarten teachers and visit the classrooms, in order to become acquainted with the LCS kindergarten experience. K for a Day takes place on various days in February and March.



Standards of Dress

Lincoln Christian School requests the parents' support by instructing their children in Christian modesty and appropriate dress.

Students should be neat, clean and modest. Tight-fitting and/or extremely loose garments are not appropriate. Dress should not become a distraction or create contention. We appreciate your support in this area.

Overarching Standard: Question on dress not specifically addressed here will be clarified by the Director as they arise.

- **Writing/Graphics:** Any writing/graphics on any article of clothing or accessory, must represent a message that promotes Godly character and is in-line with school values.
- **Shirts:** Skin on the stomach and back must be covered at all times. No undergarments may be worn as shirts. Sleeveless dresses and tank tops for girls are permitted. A two finger strap width is a good guideline. Boys are not permitted to wear tank tops.
- **Shorts/Pants:** Shorts/pants must have a hem; rips/holes are not allowed. Long athletic shorts and cotton sweat pants may be worn as long as they are neat, clean and modest. Tight clothing must be worn under something (layering) like leggings, yoga pants, etc. Tighter fitting, non-transparent pants are allowed with long shirts that are a length that promotes modesty by fully covering the buttocks. Clothing should not be excessively baggy or sag.
- Skirts/Dresses: When standing, students must be able to place their palm so their index finger touches their knee and their wrist touches their skirt or dress. If the hand can't reach both, the skirt/dress is too short. Students should wear shorts or leggings under dresses/skirts in order to be modest while sitting and/or playing on the playground.

Hats/Head coverings may not be worn during school.

Hair must be kept neat, clean and modest.

Boys are not allowed to wear earrings.

Extremes—No extremes are allowed such as hair color, piercings, etc. as they can quickly turn into areas focused on challenging accepted standards or seeking individual attention.

Resources for teaching modesty and helping decide about an outfit's appropriateness for school can be found at the address below. Our prayer is that this resource will bless your family as you tackle this tricky subject.

http://www.secretkeepergirl.com/truth-or-bare.php



Volunteering

Volunteering

Volunteering is a vital part of LC Preschool!

To volunteer in/out of the classroom, tearing, cutting, coloring, gluing, cleaning toys, guiding preschoolers at centers, leading a party center or chaperoning a field trip, **a Volunteer Application** is required to be on file. School dress code should be followed. There are **no siblings allowed during volunteer situations.**

Other ways to volunteer out of the classroom are undertaking minor repairs, donating supplies, sharing ideas with teachers and recruiting future preschoolers!



FREE Fundraising!

AmazonSmile



Purchasing at www.smile.amazon.com is a simple and automatic way to support LCS at no additional cost. Select LCS as the charitable organization of choice, then every eligible purchase will result in a .5% donation.

SCRIP

SCRIP" is gift cards, businesses both local and nationwide provide to LCS. Each business offers a rebate for the cards sold but the gift cards are used at full face value.

Go to shopwithscrip.com to enroll. LCS code is BC5DLD3D9525. All orders are paid in full before processing Mondays and are available Thursdays after 3pm.



What's in Your Backpack?

What's in your backpack? It's empty today. Where's your work? Did you just play? Out on the playground I ran like the wind. I learned to take turns And helped a hurt friend.

When I built with blocks I learned about shapes. I balanced and shared – Our skyscraper was great. Story time is what I always like best. I can use my imagination And give my body a rest.

I played in the windy house And talked with my friends. I rocked a baby And played pretend

se I sang and danced -5. Learned a finger play, too. I answered questions said, "Please" and "Thank you."

In science I observed,There will be timeGuessed, and experimented, too. for worksheets and tests,The same things grown upBut talking and playingScientists do.Is how I learn best.

Art was messy.I love to go to school.I created and explored.I'm glad I'm me.I solved my own problemAn empty backpackWhen I spilled glue on the floor. Means I'm learning you see!

My fingers got a work out With puzzles and clay. Those same muscles Will help me write one day.

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Handbook Verification Statement

After reading this handbook, send an email by Aug 31st to:

aandelt@lincolnchristian.org

to verify agreement and be entered for a drawing.

Please write **"I read/understand the Preschool Handbook."** on the subject line.

Thank You for taking the time to learn about our preschool program and how to help everyone have a positive experience at Lincoln Christian Preschool.



5801 S 84th St Lincoln, NE 68516