

School History

Our Savior's Lutheran Preschool has been a licensed preschool for 50 years. We are an outreach ministry of Our Savior's Lutheran Church. This school was formed by a few staff members and a group of parents that desired a parent-cooperative program. When parents and teachers partner as advocates for our children, everyone wins! We are pleased that we have provided a stable, safe, nurturing environment. The preschool was developed to serve children ages three years through six years. All supplies and furniture that you see in the classrooms and on the playground were purchased, built, and maintained by staff and parents. We do not discriminate against students of any race, color, national or ethnic origin, sex, religion, or disability in accordance with the Americans with Disabilities Act of 1990.

Phone: 970-336-6420

Email: preschool@greeleylutheran.org

Website: www.greeleylutheran.org/preschool

Address: 1800 21 Avenue, Greeley, CO 80631

Facebook: we encourage you to "Like" us, as we use this tool for announcements

Mission Statement/Philosophy

Our Savior's Lutheran Preschool is designed to provide a high quality developmentally appropriate curriculum that incorporates teaching basic skills to young children. We promote Christian values and encourage a positive relationship between Christ and His people.

Goals

- To assist each child to develop social competencies to relate to their peers and adults
- To help children acquire new information in their world
- To promote literacy and language skills
- To assist each child to develop emotional control and self-regulation
- To teach problem solving skills
- To encourage children to develop self-confidence and positive self-esteem
- To foster the arts; music, painting, creative thinking, dramatic play
- To explore science and math concepts
- To promote self-direction skills in each child
- To model and teach respect and kindness towards others
- To help each child find joy in the classroom setting
- To teach young children Christian values

Organization

We have a Parent Board that meets on a monthly basis to support the school in making decisions regarding fundraisers, programs, setting goals for major purchases, etc. This group also has the authority to deal with staff or families that abuse, neglect, or ignore

policies set forth in parent and staff handbooks. Our Savior's Lutheran Church is an important part of our existence. They provide all utilities and janitorial services for us. The school has a Director that oversees the school staff. We are licensed through the state of Colorado and must stay current with their rules and regulations. As laws change, we will give you an addendum to this handbook. We receive no federal, state, or local funding and depend upon tuition and fundraising events to operate this preschool.

Staff

Brianna Orr, Director/ Lead Teacher
Heather Pratz, Lead Teacher/ Asst. Director
Heather Ruesch, ECE Qualified Teacher/ Preschool Facilitator
Dianna Macias, Classroom Aide
Nancy Armstrong, Classroom Aide

When school is in session, the staff is present from 7:15 until 12:00 on M/W/F A.M. And 11:30 to 3:30 P.M. MTWTR from 8:00 until 11:30 on T/Th. We have voice mail on our phone system. During class time the staff is with your children and we will not be able to answer your call. We will notify you by newsletter or Brightwheel messaging if there are any staffing changes. Each staff member works with a contract that is issued for one school year at a time.

Licensing

State law provides that all parents can see all current fire department inspection reports, WCHD reports, and licensing inspection reports. These are located within each classroom. State law states that parents have the right to report any suspected child abuse or licensing violation to the Division of Child Care, Department of Human Services, 1575 Sherman Street, Denver, CO 80203. Phone: 303-866-5958. Official rules that regulate child care centers can be found on the Colorado Secretary of State's website. Preschool staff members must also report any child abuse or neglect by parents or guardian adults. Many of the policies set forth in this book are mandated by state laws.

Fees and Monthly Tuition

- T/Th classes=\$135.00 per month for tuition
- T/Th classes=\$20.00 due in September and Feb. for supply fees.
- M/W/F classes=\$190.00 per month for tuition
- M/W/F classes=\$25.00 due in September and Feb for supply fees.
- Tuition late fees=\$25.00 extra if not paid by the 10th of the month
- Pr-registration fees=\$100.00 per child, non-refundable
- Insufficient funds fees=\$25.00 per check
- Parent No-Shows on their helping day=\$30.00
- "Buy out" for those unable to help in the classroom=\$30.00 per month
- Late pick up from class=\$5.00 for each five minutes
- Tuition is due monthly even if your child is sick or gone for a period of time
- If a child joins the school mid-month, tuition will be pro-rated
- Occasionally, there may be a field trip where a small fee is charged

Required Enrollment Forms for Children on Brightwheel —A Parental Responsibility!

- Enrollment form
- Insurance form
- Health form (must be renewed on expiration date)
- Current immunization form if notified by staff
- Allergies and Prescriptive Routing forms for children with allergy/health issues

Our Classes/Registration/School Calendar

We teach six different classes of children here at Our Savior's Lutheran Preschool. Two groups of children meet on the following days and times:

- 3 year old children—T/Th mornings, 9:00-11:30, Rooms 107 and 109
- 4 year old children—M/W/F mornings, 9:00-11:30, Rooms 107 and 109
- 4 or 5 year old children—M/T/W/TR afternoons, 12:30-3:00, Rooms 107 and 109

All families will have access to our school calendar through Brightwheel. We have the same Spring break, Thanksgiving break, and Christmas break as District Six. As a Christian school we do not have school on Good Friday.

Any family that decides to withdraw their child from the program must give a two week notice or pay two weeks of tuition.

Hands-On Curriculum

- Science/Math: blocks, magnets, water/sand play, measuring, cooking, pets, numbers, counting, calendar
- Social Studies: Learning about people and places around us
- Art: lots and lots of paint, glue, glitter (it is the PROCESS that is important)
- Music: songs, rhythm instruments, hand bells, creative movement, dance
- Language/Literacy: Show & Tell, stories, flannel graphs, puppets, discussions, letters and their sounds
- Physical Growth: exercise outdoors, eye/hand coordination activities, indoor gross motor on bad weather days, bean bags, jump, hop, run, skip
- Dramatic Play: furniture, dolls, phones, dress-up clothing, play foods, etc.
- Christian Education; Chapel once per week, prayers, songs, stories
- Lesson plans and a daily schedule should be posted in your child's classroom
- Occasional field trips may be planned.

Adverse Conditions/School Closures/Drills—Call 911 first!

When District #6 closes, we will automatically close as well. However, there may be times when we close even if they decide to hold school. **Safety of children and parents** is our main concern when these decisions are made. Please consider that we have young children coming from other communities that may be a distance away. We make a strong effort to call you if school is not in session. School can close if:

1. Extreme snow or ice or other severe weather
2. If there are complications within the building that we can't control; water/power loss
3. Extreme heat; over 90 degrees in the classroom
4. Extreme numbers of children affected by communicable disease
5. If extreme numbers of staff members are ill so that we can't provide proper staffing
6. Inability to get parking lot adequately cleaned for drivers to get in and out

We have a **Disaster Evacuation Plan** in place. If we need to leave the building, we have a **"Safe Place"** to take our children. This is in the parsonage basement which borders our playground. We would take our travel suitcase that contains emergency supplies and all the general information and phone numbers for each child. We also would have access to St. Mary's Catholic Church, Fire Station #3 on 23rd Avenue, and NCMC.

Shelter-in-Place/ Lock downs: In the event of a suspicious person or object or other threat outside the building, we would stay within our own building. All doors would be locked, all window blinds closed, and the children would be kept safe. We are on the notification list for the police and sheriff's departments for these types of events. No one would be able to come and go out of the facility until the area is deemed safe. This includes parents.

In the event of any emergency or evacuation, as soon as the safety of all children is ensured, staff will contact parents through the BRIGHT WHEEL MESSAGING, text or phone.

Fire Drills are conducted according to state requirements. Our meeting place will be the school playground or our **"Safe Place"**. Fire evacuation plans are posted in each classroom.

Tornado /Active Shooter Drills: are conducted according to state requirements. Children will be placed within an interior hallway in a safety position.

Hazardous Materials: If hazardous material were to be released in the building. It would involve moving the children away from the site of the hazard to a safe location such as the playground or our **"Safe Place"**.

Medical/Health Policies

- No child should come to school sick; staff has the authority to make this decision
- Each child must have a current health exam on file
- Each child must be current with vaccinations
- Parents must sign the legal exemption form if they do not want their child vaccinated. There may be some children that do not have vaccines here. Parents that sign an exemption should first consult with a doctor and have the doctor sign the exemption notice.
- A brief health check will be done at school each day—if your child looks or acts sick, he/she will be sent home.
- **Each child must use the restroom and wash their hands with soap and water prior to checking into class.** This helps keep our preschoolers from spreading germs from home to school.
- Children with special medical equipment or medications need prescriptive papers.
- Medications would be stored in a safe, locked cabinet with prescriptive info.
- Children with allergies have special forms to provide for their safety.
- All parents must sign a release form for emergency medical treatment.
- A child must be “fever free” for 24 hours before returning to preschool.
- Please don’t bring a child that is listless, has dark circles under the eyes, or red, runny eyes.
- Please don’t bring a child that has been vomiting in the night before school.
- Flu symptoms include body aches, vomiting, and diarrhea—please stay home.
- Thick greenish or yellowish mucus indicates infection—please stay home.
- Croup type coughs, sore throats, headaches, or white spots in the throat (can mean strep throat) please stay home. Be cautious.
- Evidence of lice, scabies, untreated skin patches, rashes or spots—please stay home
- The director has the right to require a statement from a health care provider that a child is approved and healthy enough to return to school.
- If you are scheduled to be a helper and you are sick— please stay home and reach out through Brightwheel for someone else to take your place.
- If your child is unusually grumpy, irritable, or tired they may be getting sick.
- Parents should inform us if your child has a communicable disease.
- If a child appears ill at school, they will be cared for by a staff member until a responsible adult comes to pick him/her up.
- We do not administer any over the counter medications—this includes sunscreen, mosquito spray, Tylenol, cough medicine, first aid creams. If your child needs these please do this at home prior to bringing your child to preschool.
- We will call you if your child has a medical emergency. If we can’t reach you, we will call your emergency contacts. You must have at least three on file.
- We will post on the hall bulletin boards any recalls of toys or supplies that can affect the health and safety of your child. This is a state law. You can get on the list yourself: listserv@cpssc.gov
- Please message us through Brightwheel if your child is going to stay home.
- At any one time this preschool has a staff member on duty who has Medical Administration training. All staff have had CPR, First Aid, and Standard

Precautions training and Active Shooter training. Only staff members with Medical Administration training can administer emergency prescription medications. All medications must be stored in a clean, safe, locked cabinet along with prescriptive orders by a physician. Any medication provided to a child must be documented on the form that accompanies the medication.

- Remember, we are only 1 block from NCMC and lifesaving transportation can be supplied by ambulance.
- The preschool must report communicable diseases to the WCHD.

Carpools/Parking/Transporting Children/Excursions

Parents must authorize each person that picks up their child. No unauthorized person will be allowed to pick up any child. If you want to add someone to your authorized pick up list that is on Brightwheel please send us a message and we will add it to your form. If we do not know the person picking up your child, they will need to show us a driver's license with a picture so that we can make sure the person is on your list.

You can also write a personal signed and dated note stating that a certain person has permission to pick your child up from school.

Our parking lot is crowded and there are many little ones here. Please back out slowly! Please do not block the neighbor's driveways. No child should be allowed to run outside free from an adult. This is a parental responsibility. **Keep your child(ren) right beside you as you enter and exit the building.** Do not leave unattended children in your car when you pick up your child. Once you have signed the child out, your child is your responsibility.

Field Trips:

M/W/F A.M. and PM classes will have field trips scheduled during the school year. Parents are responsible for transporting their child to and from the field trip. Teachers will communicate when and where the field trips take place.

Children's Clothing/Personal Belongings

Each child will be assigned a cubby for the duration of the school year. This will be the place where he/she will store a coat, backpack, or any other personal belongings. Please label everything your child brings to school. Please do not allow your child to bring money or precious valuables/toys to preschool.

Please send your child in play clothes. We do lots of messy things here at school! The same goes for parent helpers; please come casual and comfortable.

Some shoes make it difficult for the kids to climb and play. Flip flops, cowboy boots, and open heeled shoes are not the best choices. We hop, skip, jump and exercise every day at preschool.

Be prepared for cool or cold weather. Your child will need coats, mittens, boots, hats, and maybe even snow pants. We will have to call you to come and pick up your child before outdoor play time if they do not have proper clothing. We try to go outside every day unless the temperatures are severe. Children love to be outside!

We ask each family to bring an extra set of play clothes in a labeled clear Ziploc bag. We store these and never use them unless your child has a bathroom accident or a big spill. We return these at the end of the year.

Children should not wear pull-ups or diapers to preschool. All children should be potty trained unless there is a medical reason prohibiting it. Be aware of the type of clothing your child wears to preschool. Some types of clothes make it difficult for the children to go to the restroom on their own. Snap and zipper pants and belt buckles are tough for little ones to manage. Pants with an elastic waist work the best for your child.

Mittens work better than gloves. Tights can also be tough for little ones when toileting. Choose carefully when you decide the jacket or coat your child will wear. Please teach your child to zip their coat. Buttoned jackets are very hard to use for young children. We teach and encourage the little ones to put on their own coats. Think “independence skills” when you select your preschooler’s clothing. If you have not purchased a winter coat yet, please check zippers carefully. Some zippers are much easier to work than others. Most kiddos can’t button jackets or coats.

Each child will be assigned a cubby where his/her coats and “Show & Tell” items. It will be helpful if you make sure your child’s sleeves are not left inside out before going into their cubby. It is also helpful if you teach your child to put their mittens into a coat sleeve for storage. Please do not leave your child’s snow clothes here at school. We have multiple classes using the same space and so we cannot store these items. No medications, foods, or drinks are to be left in your child’s cubicle.

Visitors in the Classroom

Adults who visit school must sign in and show proper identification. First and last name, purpose of visit, and date should be included. You may see prospective preschool parents visiting in the spring. Unfortunately, we cannot allow children who are cousins, friends, or out of town guests to come to preschool with your preschooler. We would not have adequate file information on a visitor, and it can affect our adult/child ratios.

Parent/Teacher Conferences or Conversations

Because we attend school only 2 or 3 times per week, formal P/T conferences are held each spring. However, informal conferencing happens every time you are a parent helper. The staff is always willing to set up a special conference time to discuss any concerns you may have. You will be notified prior to conferences so that you can sign up and select a time slot that works best for you.

Fundraisers/Book Orders/Donations

We are a non-profit entity. Therefore, we will have several fundraisers to help us purchase special things for our classrooms that we can't normally afford. The playground equipment and shed were purchased with fundraiser dollars. We encourage all families to make an effort to help us in this endeavor. We want to keep our tuition rates low so that more families can afford this experience for their child.

We also accept donations. Due to us being a non-profit, we can provide you with a receipt for your tax purposes.

Positive Guidance Policies

1. WE KEEP OURSELVES SAFE

2. WE KEEP OUR FRIENDS SAFE

3. WE KEEP OUR THINGS SAFE

All our guidance strategies are based on the Safety Rule above. Our goal is for each child to develop self-regulation so that he/she can monitor his/her own behaviors. We try to cultivate positive child, staff, and family relationships incorporating respect for all. The teaching staff uses the following:

- Giving choices or providing alternatives
- Modeling or assisting the child with problem solving skills
- Natural and logical consequences
- Redirection
- Ignoring attention getting behaviors
- Teaching assertiveness training to the child
- Modeling appropriate behaviors
- "Cooling off" periods to help a child gain self-control
- Praise and reinforcement for appropriate behavior
- Corporal or harsh punishment is forbidden
- Missing recess or outdoor play time is forbidden as "guidance" at preschool

If a child has an ongoing struggle with emotions and behaviors, a parent/teacher conference will be set up to discuss it. Parents and staff will work together to design and implement a plan to assist the child. We will always work with the parents to plan a

course of action for the child. If our staff does not have training to meet specific needs of any child, we have access to many professional resources to assist parents and children. If all alternatives have been exhausted, a parent may be asked to find another preschool for their child. A two-week notice will be given to any parent asked to withdraw their child, and any parent should give a two week notice to the preschool if they are planning on withdrawing their child.

We can provide recommendations and resources to parents who have a child that has disabilities or developmental delays. In compliance with the Americans with Disabilities Act we will accept any child when any staff member has the special training and education to meet the needs of that child.

Where is My Child/Identifying Children?

- Children are signed in and signed out each class period, by teachers through the Brightwheel app, this is daily routine.
- Children wear name tags every day
- Daily attendance is taken during class
- Staff will supervise children the entire time they are at school
- Staff members frequently count the children with a face to name recognition
- Missing children would be searched for by staff
- Officials and parents would be called if a child can't be located

Arrival/Pick-Up Procedures

The Church building has a security system. Doors open A.M class ,7:45, lock at 8:15, They will open again at 11:20. P.M. Open 12:15, lock 12:45, open 2:45. Tues./Thursday Open 8:45, lock 9:15, open 11:20.

To gain entrance to the building you must go through the church office.

- **Children should go to the bathroom and properly wash their hands before checking into the classroom each day—this should become your routine! This is not an option.**
- Classroom doors will be opened when the staff is ready for the children to enter
- Exact times of your child's check-in is recorded
- The child will be greeted, and a brief health check will be done
- Children should not arrive more than 5 minutes before the beginning of class should not arrive more than 5 minutes before class
- Upon check out, take all your child's daily work and belongings
- The child's responsible adult will be present while their child is signed in and out on the ipad using the Brightwheel app. Unknown adults must show proper identification and be on the authorized pick up list. This is a state licensing law.
- Exact times of your child's check-out will be recorded
- Late fees will be charged for late pick up--\$5.00 per 5 minutes

- If a child is not picked up, or the parent has not notified staff of being late, we will call you or your emergency contacts/
- If we cannot reach anyone, we will contact the Department of Social Services after 45 minutes.
- It is important that you communicate all these procedures to someone new picking up your child. Remember, grandparents won't know these things.
- If there is a custody issue between parents regarding a child, we need to have a legal document stating that a person (people) cannot pick up your child from school.

Parent Helper Opportunities/Responsibilities

As a parent co-op preschool, we love to have parents (or responsible adult) for each child help us at preschool. You will work under the supervision of the staff, and you will be assigned a specific activity along with some room cleaning and sanitizing chores. Plan on helping once per month per child. You will also be responsible for bringing a snack on your child's leader day, which is your helping day. Please read the section on Food Safety prior to selecting snacks. Please Bring napkins if applicable. If your family can not help, we have a "buy out" program where you can pay an extra fee of \$30.00 per month and we will cover your absence. We will need to know this in advance.

We schedule at least one month ahead for parent helper days. You are free to call other parents and exchange days if your child is sick or if you must change your plans. Make sure the staff knows that you have changed dates. Please don't call the staff to find someone for you to trade with, this is a parental responsibility.

You will receive "on the job" training your first helping day. Please note that sometimes we have mom helpers, dad helpers, grandparent helpers, or babysitter helpers. We want you to be relaxed and enjoy sharing this time with your preschooler and his/her new friends!

Note the following:

- Do not bring babies or toddlers with you; this is your preschooler's time!
- You will need to bring prepackaged snacks. (including napkins)
- Arrive 15 minutes early so we can talk about your assignment
- Wear comfortable clothes.
- Get involved with the kids (play, tell stories, encourage their work)
- Wash your hands after wiping any noses
- Wear food service gloves to serve snacks
- Sanitize tables and other assigned items
- **Turn cell phones off during class time**
- Refrain from bringing coffee or water bottles with you (a state licensing law)
- No alcohol, drugs, smoking or weapons allowed
- Straighten shelves and playhouse area
- Sweep the floors
- Vacuum the carpets

- Be aware of fire drill directions posted in the classroom
- Empty all buckets and water play containers
- Clean up art supplies
- Do not go into a restroom with any child, this is the staff's job
- Empty the trash and place a new bag in it.
- No cursing or unkind words, remember the children are listening!
- We want our kids to be safe at all times—help us be ears and eyes in the classroom! Step in if a situation occurs that requires adult intervention.
- No Birthday or party invitations may be handed out at preschool unless everyone is invited!

Food Safety

- We are a “**NUT FREE**” environment. Snack lists are provided for your convenience. No nuts, nut products, or products processed in a factory with nuts.
- Refrigerated products such as Go-gurts, string cheese, or cheese slices may be provided if unopened and purchased on the day of your helping day. Fresh fruits or vegetables need to be prepared in the church kitchen. Fresh fruits and vegetables can also be served if they are prepackaged by the market.
- Read the labels prior to bringing snacks or drinks to school because of the continual changes in manufacturer packaging and processing
- If your child has allergies the following things apply to you:
 1. Provide a box of acceptable snacks at school in case a snack is unsafe for your child
 2. Parents need to take responsibility to check the snack each day
 3. All special forms regarding allergies must be filled out
 4. All medications regarding your child's allergy must be filled out by prescriptive authority
- No homemade snacks or foods and no home canned foods
- Plastic food service gloves must be worn to serve snacks—we provide these
- Tables must be properly sanitized prior to setting up snacks we will teach you. 😊
- Prepackaged foods only; no opened packages are allowed
- Nutritious, healthy snacks are preferred
- Parents are responsible for bringing snacks and napkins—if you bring the wrong thing or forget the snack or drink, the school will use from their emergency supplies and you will be expected to **replace the item** for our reserves.
- Foods shall be age-appropriate and not pose a choking hazard
- Children should not be given foods that are contrary to their religious beliefs
- Nutrition education will be offered to all children 3 times per year as mandated by the state

Sanitizing

To prevent the spread of germs and bacteria we may ask you to help us with sanitizing. This will help you keep your child healthy and safe, and it helps us keep down the cost of operating the preschool. The WCHD has set standards on the proper way to sanitize in the classroom. Daily, staff members will mix the proper amount of Clorox to water for this job. You may be asked to sanitize the following:

- Toys, manipulatives, markers, scissors, or anything the children touch should be dipped in a Clorox solution, dipped in rinse water, and air dried.
- If you see a child, put something in his/her mouth, gently have the child give it to you and put it away for sanitizing.
- Tables must always be sanitized prior to snack time.
- Remember, these tasks will help keep your child safe!
- Custodial help will mop and wax our floors and clean the carpets.

Current Regulations/Your Parent Handbook

We follow the rules and regulations as dictated by the Colorado State Government. State government rules are always changing. As this booklet is printed, these are our current guidelines. When new regulations are passed, we will adapt our procedures and send out an addendum to be added to this booklet. **Keep this booklet for the year!**

Official Rules and Regulations for Child Care Centers may be obtained at:

www.sos.state.co.us

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2025-2026

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