

CONTACTING PRINCE OF PEACE STAFF:

Office staff can be contacted between 8:00am – 4:00pm.
Teachers will return calls after school.

SCHOOL PHONE NUMBER: 765-349-8873

CHURCH PHONE NUMBER: 765-342-2004

SCHOOL EMAIL: popschoollcms@hotmail.com

WEBSITE: www.popmartinsville.org

Prince of Peace Lutheran School

3496 E. Morgan St., Martinsville, IN 46151 765-349-8873

PRESCHOOL & PREKINDERGARTEN

PARENT HANDBOOK



2023-2024

Excellence in Education

Jesus said, "Let the little children come to Me, and do not hinder them, for to such belongs the kingdom of God." Mark 10:13

Prince of Peace Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational and admissions policies.



MISSION STATEMENT: Prince of Peace Lutheran School, in touching lives for Christ, is blessed to provide a Christ-centered environment where parents, staff, and students together foster excellence in education while educating for eternity.

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SCHOOL CLOSING DUE TO INCLEMENT WEATHER

SCHOOL CLOSINGS OR DELAYS WILL BE POSTED IN THE SEESAW APP. THEY MAY ALSO APPEAR ON TELEVISION CHANNELS 4, 6, 8, 13, & 59.

IF MARTINSVILLE SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER, PRINCE OF PEACE WILL BE CLOSED AS WELL. IF MARTINSVILLE SCHOOLS ARE ON A TWO-HOUR DELAY, MORNING CLASSES AT PRINCE OF PEACE WILL BE IN SESSION FROM 9:30AM-12:00PM. AFTERNOON CLASS TIMES WILL REMAIN THE SAME.

SECTION I – All School

OBJECTIVES OF OUR SCHOOL:

1. To provide a comfortable, loving atmosphere that promotes learning.
2. To provide facilities that ensure the safety and well-being of the children.
3. To share a basic Christian foundation with each child, to provide a setting in which the child and the family can grow in their understanding of their relationship with God and learn to love and serve others according to God's Word, and to help a child recognize God's works and His many blessings.
4. To develop a child's social and communication skills with peers and adults, to encourage a child's sense of wonder and curiosity, and to help the child respect limits set in the classroom.
5. To teach the curriculum through a variety of experiences.

ELIGIBILITY REQUIREMENTS:

Children age three on or before October 1 are eligible for our Tuesday/Thursday preschool class. Children who are four on or before October 1 are eligible for our Monday/Wednesday/Friday prekindergarten class. Children must be fully potty-trained. Parents must present evidence of proper immunization prior to attending classes.

ARRIVAL AND DEPARTURE:



Class Times:

Preschool (Tuesday & Thursday)
Prekindergarten (Monday, Wednesday, Friday)

	<u>A.M.</u>	<u>P.M.</u>
	9:00 – 11:30	1:00 – 3:30
Classrooms open	8:50 a.m.	12:50 p.m.

***Parents need to notify the teacher if someone other than the usual ride is picking the child up through a note or a phone call to school. We reserve the right to check I.D. if we are unfamiliar with the person picking up your child. ***Note: If a child is not picked up within 5 minutes after dismissal, we will begin calling those listed on your emergency contacts. **If you know you will be late, PLEASE CALL SCHOOL OFFICE TO MAKE ARRANGEMENTS.**

DROP OFF AND PICK UP OF STUDENTS:



When dropping your child off for school, you may drive up the lane in front of the school; please wait until you are near the crosswalk before your child exits. Keep the crosswalk clear as it will be utilized by those escorting their children to the building. *Please assist your child in exiting your vehicle.* **PLEASE DO NOT LEAVE YOUR VEHICLE UNATTENDED IN THE DRIVE LANE.** Be aware that school buses picking up students at daycare will be driving through this lane. If you are going to walk your child into the school, you must park in a parking spot in front of the church. **FOR THE SAFETY OF THE CHILDREN, DO NOT PASS ANY VEHICLE OR BUS STOPPED IN THE DRIVE LANE; PLEASE WAIT IN LINE.** Please do not pull away until your child enters the building. When school has ended, the teacher will walk the children over to the church. They will be released through the front doors of the church. Your child's teacher will dismiss the children to each parent. Daycare students will be escorted downstairs.

SCHOOL SECURITY PROCEDURES:

For the safety of our students and staff, all doors of the building will be kept locked during school hours. In the event you should need to pick up your child for any reason, please ring the doorbell, which is located by the office doors. Please realize that there is no intercom system and there is no electronic entry. Our secretary will answer the door. We will do our best to answer the door in a timely manner, but please understand that the secretary could be on the phone or in another part of the facility.

ABSENCE/ILLNESSES:

If your child will be absent, please call prior to class time. Leave a message on the answering machine if necessary. It is important that the teacher know. For the protection of the class, we cannot accept sick children. Our school's illness & COVID-19 exclusion policy is included on pages 9-10 of this handbook. In the event of a sudden illness at school, we will do all that is possible to contact the parent and make the child comfortable until they arrive.

BEFORE AND AFTER SCHOOL CARE:

Precious Playmates offers extended care for our students. If you are interested, please contact the daycare director, Bethany Asher, at (765) 342-2220.

INCLEMENT WEATHER:



If Martinsville schools are closed due to inclement weather, Prince of Peace will be closed as well. We will notify you via Seesaw first. Closure information will also be posted on TV channels 4, 6, 8, 13, or 59 for closures.

Please do not call the school office to inquire about a closure. ***If Martinsville schools are on a two-hour delay, all morning classes will meet from 9:30 a.m until 12:00 noon. Afternoon class times will remain the same.***

EVALUATIONS:



Assessments of your child's growth will be conducted throughout the year and a written progress report will be issued in January and May.

PARENT/TEACHER CONFERENCES:

Parents are encouraged to contact the school office and/or teacher to schedule a parent-teacher conference if one is desired.

CHAPEL:



In addition to daily devotions and religion class, Prince of Peace offers worship opportunities on Tuesdays & Wednesdays for the children at our chapel services. Our Pastor or our teachers lead these services.

CHAPEL OFFERING:

A small envelope will be sent home with your child each week for chapel offering the following week. If you choose to send money for offering, please put it in the envelope and return it back to school on your child's chapel day.

SCHOOL CALENDAR:



Every parent will be provided with a yearly school calendar at the beginning of school. It will closely follow the Martinsville School District calendar. The calendar is subject to change. We will do our best to inform you in a timely manner of any alterations to the calendar.

SEESAW APP:



This year we will utilize the Seesaw app as our primary means of communication. Seesaw is free, secure, private, and easy to use. Parents have the option to download the app on their phone, access the app through the Seesaw website, or choose only to receive email communication. All children must have at least one parent connect to Seesaw by Friday, August 25. Further information and instructions will be provided.

FEES:

There are three options for tuition payments, after the \$50 registration fee has been paid. The yearly plan is due at the beginning of the year and may be paid with cash or check. The quarterly and monthly plans require you to complete an ACH authorization form, and the amount will be automatically deducted from your checking or savings account according to the schedule below. **In addition to bank fees, a \$10 per week late fee will be assessed for an insufficient funds ACH transaction.**

Payment plan	Due dates
Yearly (1)	August 18 (cash or check)
Quarterly (4)	Aug. 18, Oct. 18, Jan. 18, and Mar. 18 (ACH)
Monthly (9)	The 18 th of each month, August – April (ACH)

DRESS CODE:

All children are asked to wear neat, clean, and comfortable play clothes that are easy for the child to handle while using the bathroom and dressing for outside play. Part of the early childhood program is to experience messy activities. While we use washable paint, children still do get paint and other messy things on their clothing. Please be sure your child does not wear clothing you do not want to get messy. Tennis shoes are preferred. Be mindful that shoes with closed toes and heels do help eliminate falls and injury. Remember that students go outside for recess.

COLD WEATHER PLAY:



When the cold weather arrives, please dress your child appropriately with coats, gloves/mittens, hats, and boots. We will play outside or downstairs on most days even when there is snow on the ground.

****Please put your child's name on their coats and sweaters.**

EXTRA CLOTHING:

Please keep an extra set of clothing in your child's backpack each day in case of an accident. This includes underwear, socks, pants/shorts, and shirt. Please keep clothing appropriate for the time of year and your child's size.

CLASSROOM PARTIES:

Parties will be held in the fall, prior to Christmas, and Valentine's Day. You will have the opportunity to donate treats or craft items.



TOYS FROM HOME:



Your child is asked **NOT** to bring personal toys to school unless it is for "Show & Tell" day. This will ensure that they are not lost or broken.

HEALTH AND HEALTH SERVICES:



It is highly recommended that parents consult a physician and get a health report on their child before sending him to school. **NO CHILD WILL BE ALLOWED TO ATTEND SCHOOL FOR MORE THAN 30 DAYS BEYOND THE DATE OF HIS ENROLLMENT UNLESS HE IS EITHER: (A) FULLY IMMUNIZED, OR (B) HAS BEGUN HIS IMMUNIZATIONS AND PRODUCED A SCHEDULE FOR THE COMPLETION OF THEM.**

STUDENT MEDICATION:



NO MEDICATION, including over the counter medications, will be administered without the written permission of the child's physician. This must include the dosage and times for dispensing the medication. If needed, contact the school office to have your doctor's office email us this information.

HEAD LICE:

Pediculosis Capitis (head lice) Control is the immediate identification of the condition and the means to eliminate it from the school environment.

PROCEDURES FOR HEAD LICE:

Children with infestation of head lice are not permitted to attend school for the following specified intervals according to the rules and regulations mandated by state law.

1. Identification of head lice and their nits (eggs) on student(s) by the school staff requires that person to immediately report the condition to the school administration for notification of the student(s)' parents of the finding. Parents will be requested to remove their child (children) from the school environment until treatment renders them free from lice and nits.
2. Return to school is permissible whenever the healthcare provider has declared via document that the child (children) is (are) noninfectious for head lice and/or nits.

HARASSMENT POLICY:

Because of God's immeasurable love for each of us, and Christ's command that we also love one another, it is vitally important that this love and respect be visibly expressed in all matters pertaining to our Christian school. Christian behavior is taught in the home and reinforced by the school. Therefore, Prince of Peace Lutheran School will not tolerate harassment of any person, (i.e. employee, parent, student, volunteer, or Board of Education member) because of that individual's race, color, sex, religion, national origin, age, or handicap. The term "harassment" includes, but is not limited to slurs, jokes, innuendoes, intimidation, hostility, and other verbal, graphic or physically offensive conduct. Failure to follow this policy will result in suspension or immediate expulsion, depending on the severity of the offense.

SCHOOL DISCIPLINE PROCEDURES:

We at Prince of Peace feel that discipline should be self-imposed by the pupil who is living as a follower of Christ. We want your child to grow in love and understanding of others. We also believe it is a privilege to attend this school. However, all Christians are sinful beings and we, as a Christian school must help the student when he/she fails to apply self-discipline. We use discipline that is appropriate and sets boundary lines. Positive reinforcement of acceptable behavior includes a smile, stickers, positive words of encouragement, extra classroom privileges, and/or sending notes of praise home. We encourage children to solve their problems through Jesus' example of love and forgiveness. The following procedure in discipline will be used.

Discipline will include warnings, time-outs, a visit to the office or with Pastor, a note sent home, and/or a call to the parent.

1. If the problem persists, the family will be notified so they may take appropriate actions.
2. If the family and the teacher are not successful in correcting the behavior, the Pastor and the Board of Education may be called to help work with the family.
3. If these measures are to no avail, the Board will suspend the child from school until both the family and the child meet with the teacher and agree to follow their suggestions for solving the problem.
4. According to the severity of the infraction, Prince of Peace Lutheran School has the right to impose an immediate suspension. (Severe cause may include, but not limited to: fighting, bodily harm to self or others, swearing, stealing.)
5. If suspension and parent-child-teacher agreement is not successful, Prince of Peace Lutheran School reserves the right to expel the student. If the parents feel expulsion is unjust, they may appeal the action to the Board of Education for a final decision.

2023-24 ILLNESS AND COVID-19 POLICY

Prince of Peace Lutheran School will take all precautions necessary to provide a safe environment for your child during the 2023-24 school year. In general, an individual must be fever-free for up to 48 hours without the aid of fever-reducing medication to return. In addition to the illness and procedures referenced in the charts below for illnesses and Covid-19, we reserve the right to require health-care provider clearance or make other updates to this policy as needed for the health and safety of everyone.

Illness or symptom	Criteria for return
FEVER equal to or over 100.4 degrees Fahrenheit	Excluded for 48 hours and must be fever free without the aid of fever-reducing medication.
DIARRHEA, including conditions with diarrhea symptoms	Excluded for 48 hours AND no toileting accidents
HAND, FOOT, & MOUTH DISEASE accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	Excluded for 10 calendar days and when child has stopped drooling and does not have exposed open sores.
INFLUENZA/FLU accompanied with fever	Excluded for 48 hours and must be fever-free without the aid of fever-reducing medication.
STREP THROAT or other streptococcal infection	Excluded until 24 hours after initial antibiotic treatment and when fever is no longer present.
VOMITING more than 2 times in a 24-hour period or accompanied by a fever, green or bloody vomit, no urine output, recent history of head injury, or looks/acts very ill.	Excluded for 48 hours and must be symptom-free without aid of fever-reducing medication.

COVID-19 (Coronavirus)

Exposure	Criteria for return
If your child or anyone in your child’s home tests POSITIVE for COVID-19;	Your child will be excluded for 7 days after the positive test. He/she may return on the 8 th day as long as he/she is symptom-free for 24 hours without medication. If symptoms remain, your child must be excluded until completely fever-free for 24 hours without medication.
If your child has been in close contact with an individual who tests positive for COVID-19: <i>(Close contact is defined as and individual who is within 6 feet for 15 minutes or longer within 48 hours of the positive individual starting symptoms or collection of positive test sample.)</i>	If your child is considered to have close contact with a POSITIVE-tested individual, he/she may attend school but will be observed for 72 hours for the onset of symptoms. If any symptoms are present, the child must be excluded for 48 hours, and cannot return until they are symptom-free for 24 hours without medication. The school office must be notified of any symptoms that develop as well as any positive test results.
Your child will be excluded for 48 hours if any of these symptoms are noticed at school or at home:	<ul style="list-style-type: none"> • Any fever equal to or over 100.4 degrees Fahrenheit (even for non-COVID related illness). • Sore throat • New, uncontrolled cough • Diarrhea, nausea, or vomiting; abdominal pain. • New onset of severe headache • New loss of taste or smell

SECTION III

PREKINDERGARTEN

Additional Guidelines

NEWSLETTER AND CALENDAR:

Each month the office will post a school newsletter containing information pertinent to all students and their families via the Seesaw app. You may also receive information and reminders regarding upcoming activities throughout each month.

CURRICULUM:

The following are components of the prekindergarten curriculum at Prince of Peace Lutheran School:

1. Jesus time is an integral part of the curriculum, in which the child learns more about Jesus our Savior through Bible stories, songs, and prayers.
2. Gym/outdoor play and physical education give the child the opportunity to develop large muscle skills.
3. Large group/circle time enhances the development of listening and speaking. This time involves a prayer, calendar and weather activities, identifying the days of the week, songs, and show and tell.
4. Snack time is an opportunity to eat and drink together, to learn manners, and to share conversation.
5. Center time gives the child the opportunity to focus on activities, crafts, letters, numbers, & multiple areas of the curriculum.
6. Story time develops the child's love for reading.
7. Free play time lets your child choose from a variety of areas to play in that are drawn from all parts of the curriculum.
8. Science lets the child explore, experiment, discover, and develop an awareness of the changing world.

BIRTHDAYS:

Birthdays are important, so we celebrate each one. We will celebrate each child's birthday with a simple celebration during snack time. We will try to schedule one of your child's snack days on or near his/her birthday. For those who have birthdays in the summer, we will celebrate half-birthdays. For birthday snacks, packaged cupcakes, cookies, or ice cream cups are acceptable.

SNACKS:

Each day a child will be assigned to bring a snack. The snack and show and tell calendar will be sent home at the beginning of each month via Seesaw. We prefer **that drinks be water, milk, fruit juices low in sugar, or 100% juice**. We also prefer snacks that are low in sugar and individually wrapped.

Napkins and cups will be provided each day for snack, but if there is anything else needed for a specific snack, we ask that you provide it. We will let you know if any of the children have food allergies.

Some suggested snacks are:

pretzels	muffins
pudding	raisins
fruit/granola bars	Jello cups
cereal	fruit cups
animal crackers	
crackers	

If you have an idea for a snack and are not sure if it is okay to bring, please ask your child's teacher.

No: soda, doughnuts, fruit roll ups, fruit snacks, or any other sugary treats. To reduce the spread of germs, children are not allowed to share snacks.

SECTION IV

PRESCHOOL

Additional Guidelines

NEWSLETTER AND CALENDAR:

Each month the office will post a school newsletter containing information pertinent to all students and their families via the Seesaw app. You may also receive information and reminders regarding upcoming activities throughout each month.

CURRICULUM:

The following are components of the preschool curriculum at Prince of Peace Lutheran School:

1. Jesus time is an integral part of the curriculum, in which the child learns more about Jesus our Savior through Bible stories, songs, and prayers.
2. Large motor play, either outside or inside, gives the child the opportunity to develop large muscle skills.
3. Large group/circle time enhances the development of listening and speaking. This time involves a prayer, calendar and weather activities, identifying the days of the week, songs, and show and tell.
4. Snack time is an opportunity to eat and drink together, to learn manners, and to share conversation.
5. Center time gives the child the opportunity to focus on activities/crafts in a small group.
6. Story time develops the child's love for reading.
7. Free play time lets your child choose areas of play, which are drawn from all parts of the curriculum.

BIRTHDAYS:

Birthdays are important, so we celebrate each one. We will celebrate each child's birthday with a simple celebration during snack time. We will try to schedule one of your child's snack days on or near their birthday. For those who have birthdays in the summer, we will celebrate their half-birthdays. For birthday snacks, cookies, cupcakes, cake, or ice cream are acceptable.

SNACKS:

Each day a child will be assigned to bring a snack. The snack and show and tell calendar will be sent home at the beginning of each month. We prefer that **drinks be water, milk, fruit juices low in sugar, or 100% juice**. We also prefer snacks that are low in sugar.

Napkins and cups will be provided each day for snack, but if there is anything else needed for a specific snack we ask that you provide it. We will let you know if any of the children have food allergies.

pretzels	muffins
pudding	raisins
fruit/granola bars	Jello cups
cereal	fruit cups
animal crackers	
crackers	

If you have an idea for a snack and are not sure if it is okay to bring, please ask your child's teacher.

No: soda, doughnuts, fruit roll ups, fruit snacks, or any other sugary treats. There is no sharing of snacks to reduce passing germs.

FIRST SEMESTER CALENDAR

August 21	School begins for prekindergarten
August 22	School begins for preschool
September 4	Labor Day (no school)
September 25	Prekindergarten fall picture day
September 26	Preschool fall picture day
October 16-20	Fall Break (no school)
October 26 & 27	Fall Parties
November 20 & 21	Thanksgiving Feasts
November 22-24	Thanksgiving Vacation (no school)
December 2	Bethlehem Walk; 5:00-8:00 p.m.
December 5	Christmas Program @ 7:00 p.m.
December 18 & 19	Christmas Parties
December 20	Christmas Vacation Begins (no school)

SECOND SEMESTER CALENDAR

January 3	School resumes
January 15	Martin Luther King Jr. Day (no school)
January 22-26	National Lutheran Schools Week
February 13 & 14	Valentine's Day Parties
February 19	President's Day (no school; possible snow make-up day)
March 4	2024-25 Registration begins for currently enrolled families
March 4-8	Spring Book Fair
March 7 & 8	Grandparents' Days
March 18-22	Spring Break (no school)
March 25	School resumes
March 31	Easter Sunday
April 2	Spring school open house 5-7 p.m.
April 8	No school (solar eclipse day)
May 10	Family Fun Night 5:00 – 7:00 p.m.
May 13	Final Day (prekindergarten)
May 14	Final Day (preschool)
May 15	End-of-Year Program @ 7:00 p.m.
May 17	End-of-Year Picnic 11:00 a.m. – 1:00 p.m.