

## 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

SCHOOL FAX NUMBER: 765-813-0036

CHURCH PHONE NUMBER: 765-342-2004

SCHOOL EMAIL: [popschoollcms@hotmail.com](mailto:popschoollcms@hotmail.com)

WEBSITE: [www.popmartinsville.org](http://www.popmartinsville.org)

## Prince of Peace Lutheran School

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

### PRESCHOOL & PREKINDERGARTEN

### PARENT HANDBOOK 2017-2018



### *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

INFORMATION IS AVAILABLE ON WCBK RADIO (102.3 FM)

AND/OR

TELEVISION CHANNELS 4, 6, 8, 13, and 59. IT WILL ALSO BE  
POSTED ON THE PRINCE OF PEACE PRESCHOOL  
FACEBOOK PAGE.

IF YOU CALL THE SCHOOL PLEASE LEAVE A MESSAGE  
AS THE STAFF MAY NOT BE IN THE OFFICE.

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 August 1 are eligible for our Tuesday/Thursday preschool class. Children who are four on or before August 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
<i>Classrooms open</i>	<i>8:50 a.m.</i>	<i>12:50 p.m.</i>

\*\*\*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 15 minutes after dismissal, then the child will be sent to the daycare, where **the parent may be charged a dollar a minute. 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 drop them off in front of the school building. **PLEASE DO NOT LEAVE YOUR VEHICLE UNATTENDED IN THE DRIVE 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.** 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.

### **SCHOOL SECURITY PROCEDURES:**

For the safety of our students and staff, all doors of the building will be kept locked during school hours. The doors by the school playground will be unlocked from 8:50a – 9:00a and 12:50p – 1:00p, when our teacher or aide will greet your child upon arrival to class. If you need to enter the building at any other time during the school day, please use the doors by the office. You must ring the buzzer to be able to enter the building. 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. Thank you for your patience as we adjust to our new system to ensure our children are kept safe at all times.

### **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. If your child has a bad cold, fever, upset stomach, eye infection, or strep throat, please keep him/her home. 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, Brenda Frederick, at (765) 342-2220.

### **INCLEMENT WEATHER:**



If Martinsville schools are closed due to inclement weather, Prince of Peace will be closed as well. Please listen to WCBK 102.3 FM beginning at 6:00a.m. or watch channels 4, 6, 8, 13, or 59 for closures. Please do **NOT** call the school office. ***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:**

A scheduled parent-teacher conference will be held in January. Additional times to discuss your child's progress can be scheduled. Please let the teacher know if you desire a conference at an additional time.

### **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, Vicar, or our teachers lead these services. Parents and friends are invited to attend 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, NEWSLETTER, & FACEBOOK:



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 school office will send home a monthly newsletter containing general school information. Please follow the Prince of Peace Preschool Facebook page for more specific information regarding classroom topics and activities. This is a closed group.

### FEES:

You will be mailed a statement based on how you selected to pay your tuition on your registration form. There are four options for tuition payments, after the \$40 registration fee has been paid:

<b>Payment plan</b>	<b>Due dates</b>
<i>Yearly (1)</i>	<i>August 10</i>
<i>Semester (2)</i>	<i>August 10 and January 10</i>
<i>Quarterly (4)</i>	<i>Aug. 10, Oct. 10, Jan. 10, and Mar. 10</i>
<i>Monthly (9)</i>	<i>The 10<sup>th</sup> of each month, August - April</i>

A \$10 fee will be assessed each week if your payment is late. You may change your payment plan at any time throughout the year. Please contact the office if financial difficulties arise.

### 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 and smocks, 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.

### VISITING/VOLUNTEERING:

Parents are welcome to visit and enjoy our classroom. Volunteers are also very welcome. If you would like to volunteer to help with a class, please let the teacher know when a convenient time and day would be.

### CLASSROOM PARTIES:

Parents and the teacher will work together to plan the school parties. Parties will be held in the fall, prior to Christmas, and Valentine's Day. If you would like to assist at one or more of these events, please contact the teacher.



### TOYS FROM HOME:



Your child is asked **NOT** to bring personal toys to school. This will ensure that they are not lost or broken.

### **EXTRACURRICULAR ACTIVITIES:**

All pupils are encouraged to participate in any special school programs that may be presented by the school or individual classes, such as the Children's Christmas Service, singing at Sunday services, etc.

### **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 fax 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, pat on the back, stickers, a hug, 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.

**SECTION III**  
**PREKINDERGARTEN**

**Additional Guidelines**

**NEWSLETTER AND CALENDAR:**

Each month the office will send home a school newsletter containing information pertinent to all students and their families. To keep updated on specific prekindergarten activities, upcoming topics, and other important information, please follow the Prince of Peace Preschool Facebook page. This is a closed group.

**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 their birthday. For those who have birthdays in the summer, we will celebrate their half-birthdays. For birthday snacks, cupcakes, cookies, 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.

Some suggested snacks are:

fruit slices	popcorn
pretzels	muffins
pudding	raisins
fruit/granola bars	veggies with dip
cereal	jello cups
cheese	vanilla wafers
animal crackers	fruit cups
crackers (w/cheese/peanut butter)	



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. In order 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 send home a school newsletter containing information pertinent to all students and their families. To keep updated on specific preschool activities, upcoming topics, and other important information, please follow the Prince of Peace Preschool Facebook page. This is a closed group.

##### **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.

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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.

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cereal	jello cups
cheese	vanilla wafers
animal crackers	fruit cups
crackers (w/cheese/peanut butter)	

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.