

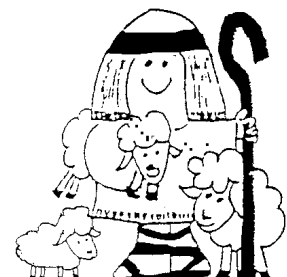
Celebrating over 25 years serving the community...

# Abiding Savior Lutheran Early Childhood Ministry



## Handbook 2011-2012

*Abiding Savior Lutheran Church & School*  
4353 Butler Hill Road  
St. Louis, MO 63128  
Church: 314-894-9703  
School: 314-892-4408  
[www.abidingsaviorlutheran.org](http://www.abidingsaviorlutheran.org)



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*This handbook has been adopted by the Early Childhood Committee of Abiding Savior Lutheran Church, July 14, 1987; last revision 2011.*

# Welcome

**Train up the child in the way he should go and when he is old he will not depart from it.”**

**Proverbs 22:6**

We heartily welcome you and your child to the Abiding Savior family. We hope your year is filled with happy times of learning, growing, exploring, creating, and discovering.

We look forward to working with you, to help your child develop into the unique person God intended him/her to be. School, as an extension of the church, can strengthen and support you in your parental responsibility by nurturing the child in his spiritual, intellectual, emotional, social and physical needs. Abiding Savior Lutheran Church has shown a commitment to early childhood education by operating a Christian early childhood program since 1984. We strive to offer all children a caring environment that stresses God's love, and thereby begin fostering a pattern for Christian living that will carry on into the child's elementary school years.

We encourage your active participation. You are extremely important to your child and to us. Please feel free to contact us at any time about any concerns.

Jesus expressed His love and care for children in **Mark 10:14-16**: **“Let the children come to Me...then He took the children in His arms...and blessed them.”**

May God bless our year together!



*Our Mission: To Know Christ To Make Him Known*

## School Staff

Laura Montgomery.....314-892-4408  
Principal, Abiding Savior Lutheran School

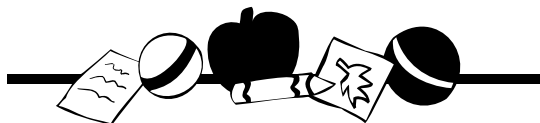
Susan Roberts.....314-892-4408  
Director of Admissions & Marketing

Sherrie Neumeier.....314-892-4408  
School Nurse

## Church Staff

Rev. David McBurney.....314-894-9200  
Pastor, Abiding Savior Lutheran Church

Rev. Jason Hoerth.....314-894-9200  
Associate Pastor, Abiding Savior Lutheran Church



## Non-Discrimination Policy

Abiding Savior Lutheran Early Childhood Ministry 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 color or national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

## Registration & Fees

Registration for the following school year will be accepted after January 1st from members of Abiding Savior Lutheran Church and from those children already enrolled in our program.

After February 1st, enrollment will be open to the community until classes are filled.

A registration fee is required at the time of application. This payment is non-refundable. Enrollment forms are available on our website, [abidingsaviorlutheran.org](http://abidingsaviorlutheran.org).

## Tuition

- ASLS utilizes the *Simply Giving*® program for payment of tuition fees. *Simply Giving*® is a program designed by Thrivent Financial for Lutherans that enables educational institutions to receive tuition payments through electronic funds transfer (EFT). There is no cost to you to participate in the *Simply Giving*® program.
- When withdrawing a student from enrollment, a 30-day notice should be given to the Early Childhood Director.
- There will be no reduction in tuition for child absences, holidays, days off school, and weather closings.

## Health Forms

Each family will receive the following forms required by the Missouri Department of Health. These forms must be completed and returned to our staff by the first day of class.

Medical/Immunization Form: If your child is new to our program, your child must have a physical exam. This form needs to be signed by your doctor. If your child was previously enrolled in our program and you have already returned the signed Medical/Immunization form, we will only need an immunization update.

Emergency Card: All children must have an emergency form completed and updated each school year with medical and parent contact information. It is the parents' responsibility to inform the school when there is a change of address or phone number.

**In order for your child to attend, these forms must be completed, signed, and returned to our staff on the first day of class.**



## Illness

Please be considerate of the well being of the other children in our program. If your child has had a fever, diarrhea, or vomiting within 24 hours prior to class, please keep him/her at home. We want to provide a healthy environment for each child, but we cannot do this without your help. If we determine that a child is ill while attending class, we will contact you at once.



If a child must receive any **medication** during the school day, a form must be completed and signed by the doctor. One copy of this form is in the back of this Handbook. Additional forms can be printed at **abidingsaviorlutheran.org**.

## Peanut Allergies



### ***Peanut/Nut Policy***

No food products made with peanuts/nuts are allowed in the school. This includes items such as peanut butter, trail mixes, or candies made with nuts. Peanut oil or nuts will not be used in food preparation by cafeteria staff.

Research is unclear why, but more children are becoming allergic to certain foods including peanuts and tree nuts (e.g. walnuts, pecans, and almonds).

What makes peanuts/nuts especially harmful to allergic individuals is:

- Peanut dust can become airborne.
- Nuts are more likely to cause severe and potentially life-threatening reactions than most other foods.
- Cross-contamination from peanut butter residue on a table, handrail, etc. can cause a reaction.

We currently have students enrolled with these allergies. The ASLS peanut/nut policy is designed to help provide a safe environment for students and staff diagnosed with life-threatening peanut/nut allergies. Although all staff members are trained in recognizing the symptoms of anaphylactic shock and the use of Epi Pens, our goal is to not have to put children at risk to use these measures.

*(Adopted 12/09)*

Parents will be given specific guidelines of what foods cannot be brought into the room, along with suggestions of snacks that are allowed. (See last page of this Handbook or **abidingsaviorlutheran.org** for suggestions of snacks that are allowed.)

## Authorization to Pick Up a Child

We must have written permission from the parent(s) for any person other than parents to pick up a child. **This includes children who carpool.** We reserve the right to check identification of any adult picking up a student.

## SAFETY FIRST!

**THE SPEED LIMIT IS 10 MPH ON THE SCHOOL/CHURCH GROUNDS.**

Please watch out for the children—they may forget to watch for the cars! During arrival times, please walk your child into the classroom.

Dismissal will take place from the atrium or main entrance. A carline will form in the left lane outside the main doors. A detailed carline map will be given before school begins. During times of the elementary dismissal, please watch the signals of the Carline Director. Feel free to park and come in if you want to talk to a teacher or walk your child to your car.

Please respect the “Handicapped Parking” and “Reserved for Auction Donor” spaces and refrain from using those spots for any reason (unless they pertain directly to you).

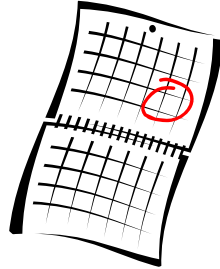


## School Clothes

Dress your child in comfortable play clothes. We will do some messy crafts and will use outdoor and indoor play equipment regularly. Tennis shoes or shoes with soft soles are highly recommended for your child’s safety (**no flip-flops or sandals**). We go outside to play when the weather permits. Please send your child with a warm coat, hat, and gloves on cold days. **Label all items with your child’s name.** (Students in Early Childhood programs do NOT need to follow the K-8th uniform dress policy; however, families are welcome to order any items.) You may order clothing with the school name at **JustMeApparel.com**

## School Calendar

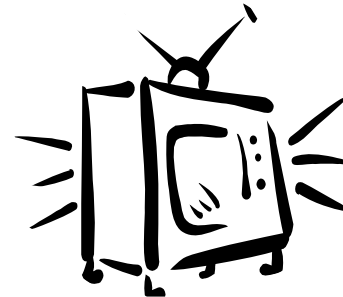
Classes begin near Labor Day and conclude near the end of May. A calendar noting special events, holidays, and vacation days will be provided for each family and is also available online.



## Closing School for Ice and Snow

In case of snow or icy weather, we will follow the decision of Abiding Savior Lutheran School to cancel all Early Childhood classes. Please listen to any major St. Louis radio or television station or check their websites for the **Abiding Savior Lutheran School** cancellation. For any other announcements, a phone chain will be used to reach each family. It is our policy to not close school early once a school day has started.

If you feel the driving conditions in your area are unsafe, please use your discretion when deciding whether to drive or not.



## Security System

A top of the line security system is in place at ASLS. A lock, key-pad, and intercom are installed on the east side atrium doors. This will be the only access to the building during the school day. A keypad code will be given to each family to allow access to the building during school hours only. A video system records entrances 24/7 on a motion-detected basis.

## **Parent Involvement**

We cherish the positive relationships we have between school and homes. We encourage parent involvement in many ways at ASLS:

- **Family Homework:** A simple project will be sent home each month for families to create together. Enjoy!
- **Field Trips and Parties:** Parent volunteers are needed to chaperone field trips and help plan class parties (Preschool & Pre-K).
- **Classroom Participation:** Parents may volunteer to help in a regular class session. Ask the teacher for the sign-up calendar and specific guidelines (Pre-K).
- **Special Events:** Play & Pray (Children's Day Out); Dad's Night, Mom's Night, and Grandparents' Day (Preschool & Pre-K)

## PTP (Parent Teacher Partnership)

PTP is designed to create fellowship opportunities between all parents and staff. Activities are for all Early Childhood and Elementary School families. Volunteers are needed to organize each event. Examples of PTP activities include Father/Daughter Dance, Mother/Son Bowling, Magic House Family Day, Church/School Picnic, etc.

## Fundraisers

**Early Childhood Fundraisers:** Have fun with other parents and help support your school through these special events. All proceeds are designated for materials that are needed in the Early Childhood Ministry.

- **Kids' Stuff Sale** (September) – Donate gently used toys, clothes, bikes, books, etc. from your home. Stop by to purchase other items at a great price. Rent a space to sell your own stuff!
- **Poinsettia Sale** (November) – Order beautiful flowers to give as gifts, use as decorations, or to give to the church to display in memory of a loved one.
- **ASLS Fundraisers:** Watch for more information about other opportunities throughout the year that will benefit the entire school.

## Children's Day Out for 2 & 3 Year Old Children

Our aim is to provide a safe, fun, and healthy Christian environment for your child to develop and grow. Children will be encouraged to broaden their language skills in singing, finger plays, and discussions. There will be specific opportunities for fine and gross motor development each day. Children will be involved in spiritual growth activities and learn that Jesus is their Friend and Savior.

### Hours

Our sessions are offered Monday - Friday from 9:00 a.m. to 1:00 p.m. Your child should not arrive before 8:55 a.m. and should be picked up promptly at 1:00 p.m. You will be provided with a school calendar. Please note the days we are closed.

### Late Fee

If a child is picked up more than 10 minutes late (based on the school clock), a late fee of \$1 per minute will be charged. The child will be taken back downstairs to a classroom and the parent can pick him/her up there.

### Early Bird

If you need an earlier drop-off time, you may enroll your child in Early Bird child care from 8:00 a.m. to 9:00 a.m. A staff member will meet your child in the atrium for drop-off between 8-8:10 a.m. They will meet with Preschool or Pre-K Early Bird students in the Children's Day Out room.



### CDO Plus

CDO Plus is an extension of the Children's Day Out program, available Monday-Friday from 1:00-3:30 p.m. and is held in the Children's Day Out room. Students receive quality childcare, including supervised indoor and outdoor play, rest time, and snack time.



### Sign-In / Sign-Out

Each day your child attends Children's Day Out, please sign him/her in and provide a telephone number where someone can be reached in case of illness or emergency. We also ask you to indicate who will be picking up your child.

## Activities

Each day's activities will include circle time, supervised indoor and outdoor play (weather permitting), craft time, snack, Jesus time, and lunch.

## What to Bring From Home:

- Lunch. **Finger foods are best.** Please pack only what you know your child will eat. Be sure your child's name is clearly marked on his/her lunch box. Drinks and a morning snack will be provided. You may purchase a milk card from school. (See Peanut Allergy note below.)
- A sippy cup, clearly marked with your child's name.
- An extra change of clothes (underwear, pants and shirt) with your child's name on all articles.
- For the safety and comfort of your child, please send him/her in **tennis shoes** each day.



**If your child is not yet potty trained, please send diapers and wipes.**

To help us avoid confusion, be sure to put your child's name on everything he/she brings. This includes hats, coats, boots, pacifiers, security blankets, etc.

## Peanut Allergies

To be sensitive to students with severe, life-threatening peanut allergies, the whole classroom is Peanut Free. (See page 6 of this Handbook for guidelines.)



# Preschool & Pre-Kindergarten for 3, 4, & 5 Year Old Children

Our purpose is to provide three, four, and five year old children with an opportunity to learn and grow spiritually, socially, emotionally, and academically within a loving and secure Christian setting. We pray that through our program the children will come to know Jesus as their personal Savior and Friend. We feel that this should be a very positive experience for children, enabling them to develop a good feeling about themselves and their accomplishments at school. Our program offers a wide variety of classroom activities and field trips designed to nurture children, to encourage their natural curiosity about the world around them, and to prepare them for kindergarten.

## Classes



Our Preschool offers a choice of morning or afternoon sessions on Tuesdays and Thursdays and a morning session on Wednesdays and Fridays for three-year-olds and early four-year-olds. The class size guideline for each session is thirteen children with a degreed teacher and a full-time aide. To be eligible for this class, the child must be three before August 1st.

Our Pre-Kindergarten classes are for four-year-olds and early five-year-olds. They have a choice of morning or afternoon sessions on Mondays, Wednesdays, and Fridays. The class size guideline for each session is eighteen children with a degreed teacher and a full-time aide. A parent volunteer may also be present. To be eligible for this class, the child must be four before August 1st.

**All Preschool and Pre-Kindergarten children must be toilet trained.**



## Home Visits

In August, the teacher will schedule a brief home visit with each student. This allows the parents, child(ren), and teacher to meet and become acquainted before school begins. It also gives the parents and children an opportunity to ask questions about our program. We feel that home visits are an important step in easing the transition from home to school.

## The School Day

Morning classes begin at 8:30 a.m. and end at 11:30 a.m. The classroom will open at 8:25 a.m. Afternoon classes begin at 12:30 p.m. and end at 3:30 p.m. The classroom will open at 12:25 p.m.

## Arrival and Dismissal

For the safety and well-being of our students, we ask that all children are accompanied to the classroom each day. Students will be brought up to the school entrance at dismissal time for parent or carline pick-up.



## Late Fee

If a child is picked up more than 10 minutes late (based on the school clock), a late fee of \$1 per minute will be charged. The child will be taken back downstairs in a classroom and the parent can pick him/her up there.

## Curriculum

**Religious Activities:** Daily Bible stories, religious songs, prayer, and class discussion.

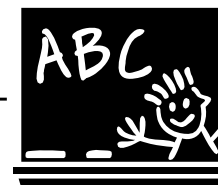


**Art Activities:** Painting, drawing, coloring, cutting, and gluing



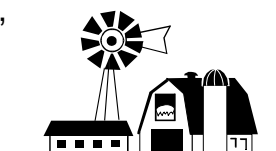
**Handwriting:** Resources from the *Handwriting Without Tears* curriculum are used to develop pre-writing and writing skills.

**Reading Readiness:** Alphabet recognition, phonics, classification, opposites, rhyming words, and left to right progression. (Primarily for the Pre-Kindergarten classes.)



**Number Activities:** Developing number concepts through manipulative and computer games, number recognition, counting, and one-to-one correspondence.

**Social Studies:** Units concerning home, community, community helpers, seasons, holidays, health and safety habits, and good manners.





**Science Experiences:** Weather observing, field trips, animals, farm unit, growing, and caring for plants.

**Musical Experiences:** Singing, rhythms, and musical games.



**Dramatic Experiences:** Dramatic play and puppetry.

**Indoor Play:** Puzzles, blocks, games, clay, housekeeping, books, and educational toys.

**Large Muscle Play:** Running, jumping, climbing, balance beam, ball skills, parachute activities, and organized games.



These areas of our curriculum are enriched with field trips, SMARTboard lessons and professional guests.



## Field Trips



Field trips are scheduled throughout the year to enrich our curriculum. Parents will be informed of the field trips in the monthly newsletter and permission slips will be sent home before each field trip for a parent's signature. We invite parents to accompany us and to assist with transportation. **All children must be in a car seat or booster seat.**

For the optimal supervision of our students, **we ask that volunteer parents do not bring their other children along.** Parent drivers will be asked to provide a copy of their driver's license and insurance card.

## School Bag

All **new** students will be given a **gift of a new tote bag**. They should bring it each day for carrying home papers, projects, receipts, and notices. (If a replacement bag is needed, please make sure the bag is large enough to easily hold an 8-1/2 x 11 piece of paper. Be sure to label the bag with your child's name.)

**Returning students are expected to use their tote bag from the previous year, unless a replacement is needed.**

## Show & Tell

Show & Tell gives children an opportunity to develop their language skills as they tell their classmates about **one** favorite toy or **one** special item brought from home. The children will be asked to bring items related to a specific theme (color, shape, or beginning with a certain letter). You can enhance the learning experience at home by helping your child think about what item fits the suggested criteria. **Bringing toys to school is discouraged except for Show & Tell.**



## Snack & Birthday Treats

Parents are asked to send snacks for the entire class several weeks during the year. A Snack Schedule will be provided for each family.

Please send **nutritious snacks** for the children like fruit, cheese, crackers, fresh vegetables, pretzels, or popcorn. In accordance with guidelines from the Missouri Health Department, we ask that you bring packaged rather than homemade snacks. You may send juice pouches/boxes if you choose. We have a microwave, refrigerator, and freezer at school.

We try to assign a snack week on or near your child's birthday so that your child can celebrate his/her special day at school. If your child has a summer birthday, we will celebrate his/her "half birthday". For this special day, parents can choose to send in brownies, mini cupcakes, cookies, ice cream cups, etc., but please **no full cakes or cupcakes.**



## Peanut Allergies

To be sensitive to students with severe, life-threatening peanut allergies, the whole classroom is Peanut Free. (See **page 6** of this Handbook for guidelines.)



## Parties

We will have classroom parties to celebrate Autumn, Thanksgiving, Christmas, Valentine's Day and Easter. Mom and/or Dads are needed to provide the refreshments and plan several games for each party. Sign-up sheets are posted in the Tell-Us Trellis for those parents who are interested in helping with a party.



## Class Pictures

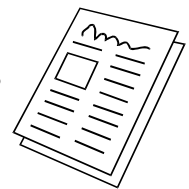
A photographer will be at school in September to take class pictures. Individual pictures are also taken and will be available for purchase. Details will be sent home in the monthly newsletter.



## Monthly Newsletters

Every month an Early Childhood newsletter will be sent home, providing you with updates of our activities, field trips, permission slips, snack lists, monthly themes and songs, and other classroom information. A monthly calendar will list snack helpers, Show & Tell days, birthdays, and other special events.

Each teacher will send a brief overview of the week and other updates as needed.



Additional copies of all notes and newsletters will be in the Tell-Us Trellis.

ASLS Newsletter (Kindergarten-8<sup>th</sup> grade) is bi-monthly and will be available in the Tell-Us Trellis. Help yourself to a copy.

## Preschool Plus for 3, 4, & 5 Year Old Children

We are pleased to offer this extended childcare program for our families. Our Preschool Plus goal is to provide a safe, fun, and healthy Christian environment for your child after his/her morning Preschool or Pre-Kindergarten class.

### Hours

At the end of the morning class, Preschool Plus begins. It ends at 3:30 p.m. when you pick up your child. The Late Fee policy applies. (See page 10 for additional details.)

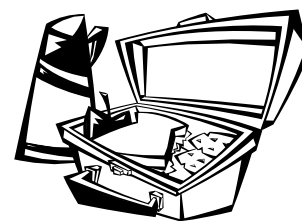
Early Bird child care is also available for Preschool and Pre-Kindergarten students from 8 to 8:30 a.m. in the Children's Day Out room. A staff member will meet your child in the Atrium for drop-off from 8-8:10 a.m.

### Activities

Our plan is to offer a structured but relaxed time for your child. The children will spend time in the Preschool Plus room, the gym, and the playground. Activities will include indoor and outdoor free play, computer time, a craft, story time, rest time (mat provided), lunch, and a snack.

### Lunch Options

- Please pack only what you know your child will eat. Be sure your child's name is clearly marked on the lunch bag or box. Drinks and a mid-day snack are provided by the program. You may purchase a milk card from the school. Lunches must be completely nut-free. (See page 6 for Peanut/Nut Free Guidelines.)
- A hot lunch can be ordered through our school lunch program. Meals are carefully prepared by our chef to be nutritious and appealing to the children. A lunch menu and order form will be sent home in advance.



## Play & Pray for Little Ones and Their Parents

Play & Pray is a free event for children ages 18-36 months and their parents. Families from the community are welcome to attend. Parents and children meet together for Christ-centered fun and fellowship. Parents enjoy socializing with each other as their children play and explore together. Activities include Jesus time, songs, a craft, and a snack. Play & Pray sessions typically last about an hour and are offered twice a year, before Christmas and Easter. Please watch the calendar for specific times and information or visit our website.

## Kids' Camp for Children Ages 2-9

Kids' Camp is a special summer program which meets for several consecutive days during selected weeks in June and July. The camp is held from 9:00 a.m. to 1:00 p.m. Each Kids' Camp is based on a specific theme and it includes crafts, Jesus time, indoor and outdoor play, lunch, and special activities. The children are divided by age into classes. Children bring lunch from home; Abiding Savior provides a morning snack. Registration forms, which include Kids' Camp dates, tuition fees, and weekly themes are available in March. There is no registration fee for Kids' Camp. For further information, please contact your child's teacher or visit our website.

### ***Abiding Savior Lutheran Church***

*4355 Butler Hill Road*

*St. Louis, MO 63128*

*314-894-9703*

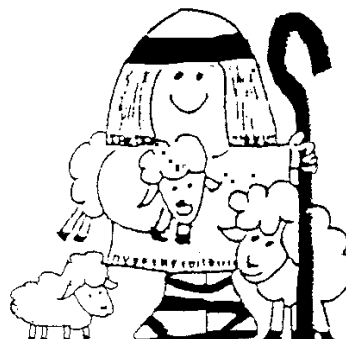
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#### *Schedule of Worship Services:*

*Saturday - 5:00 p.m.*

*Sunday - 8:00 a.m., 9:30 a.m. & 11:00 a.m.*

*Sunday School for children and adults on Sundays at 9:30 a.m.*



***Everyone is welcome!***