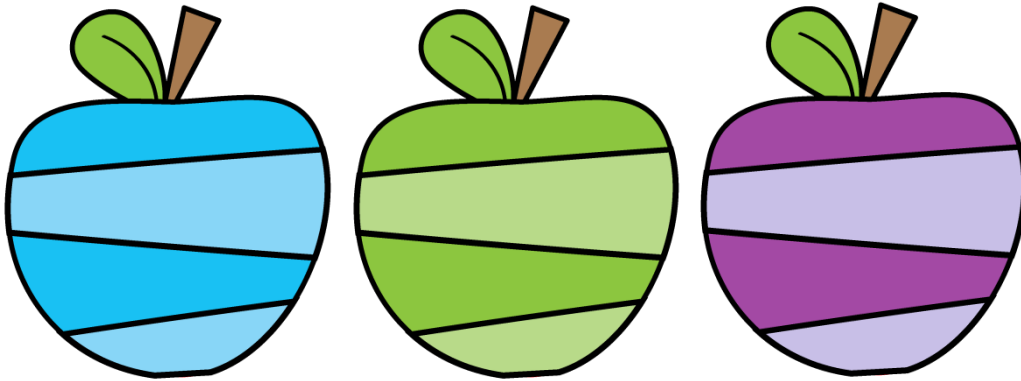


IMMANUEL
LUTHERAN
SCHOOL

Preschool Parent Handbook

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(with sections borrowed from ILS K-9 Handbook)



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WELCOME

Hello Preschool Families!

The name “Immanuel” means “God with us.” For over 100 years, God has truly been with us as a church and school involved in the joyous task of sharing God’s Word and love in Hamilton and beyond. Now we welcome YOU to our Immanuel family. We are a family, with God as our Father and all of us as His children. At Immanuel Lutheran School, we attempt to deal with each other on the basis of this family relationship. This involves mutual service, love, forgiveness, and commitment to God’s purpose for our life together.

We are so excited to have you here! At Immanuel, we are privileged to be able to share the love of Jesus with your child each and every day. We are also blessed to be able to learn about Jesus and grow in our faith together while at school. We truly are a family here at Immanuel. We hope that you will consider Immanuel for your child’s future educational journey in kindergarten and beyond!

Thank you for choosing Immanuel for your child’s preschool experience. We believe that families and teachers both play a critical role in your child’s success—academically, socially, emotionally, physically, and spiritually. Let’s work together to help your child reach his full potential both inside and outside of the classroom!

If you have any questions or concerns, please do not hesitate to reach out at any time. We look forward to getting to know you and your child and working with you this school year!

Blessings,
Amy Barker
Preschool Teacher/Director

MISSION STATEMENT:

To lead people to Christ by sharing God’s Word within the context of well-rounded, high quality education, that we may grow together in faith and in service to our Savior and all of God’s children.

CREDO:

We believe:

- The first and ultimate purpose of Christian education is to bring the child to know and love Christ as His Savior
- Our school, as an agency of the congregation, teaches the truths of Holy Scripture
- The most important instrument for leading students into lives of discipleship is the Word of God
- Our faculty is dedicated to total Christian education
- Our total curriculum is to be Christ-centered, which enables the child to know, love, and serve the Savior
- That lead children to a higher standard of citizenship, we need to instruct them in all matters regarding their proper relationships with God and their fellow man
- Christian education provides a firm foundation in the nurture and admonition of the Lord, enabling the children to remain strong in faith throughout their lives

GOALS:

Christian education is our primary goal at Immanuel Lutheran School. It is our belief that quality education is rooted in God's commands in His Word. With this as our foundation, we are better able to view each child as a Creation of God. Through God's Word, quality education is based on love and concern. With Christ as the focal point, we want each child to:

1. Develop spiritually, physically, mentally, socially, and emotionally
2. Develop outwardly, toward fellow human beings that the child, too, may view others as God's Creation
3. Develop skills, which will serve throughout the child's daily life
4. Develop respect for home, school, community, and country in order to make the child a better Christian citizen while on Earth

PHILOSOPHY:

(Also see Appendix A)

Quality Christian-based education is our primary goal at Immanuel Lutheran School. To achieve excellence in education, we strive to serve the individual needs of each student by supplying a loving, caring, Christ-centered atmosphere, in which students can develop their God-given potential as fully as possible. We seek to motivate each child to develop a love for learning and to develop growth potential in all areas of education.

Our faculty is dedicated to total Christian education, which includes academic, spiritual, emotional, and physical development. The curriculum used at Immanuel Lutheran School is Christ-centered, coordinated with secular education, in order to thoroughly prepare each child for useful vocation in society and to enable children to live to the glory of God.

We strive to provide a firm academic and spiritual foundation that will lead children to a higher standard of citizenship in their homes, school, and community.

ADMISSIONS

NON-DISCRIMINATION POLICY:

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

REQUIREMENTS:

Age Requirements

- Age 3 by September 30th, and toilet trained, to enter 2-day Preschool
- Age 4 by September 30th, and toilet trained, to enter 3-day Preschool
- Age 4 by May 31st, toilet trained, and evaluated for proper fit to enter 5-day Pre-Kindergarten
- Age 5 by August 1st to enter Kindergarten

PROCESS:

Being Considered for Admission to Immanuel Lutheran Requires These Steps:

- A tour and meeting with a staff member
- Testing for students entering Pre-Kindergarten through Eighth Grade (Preschoolers are invited to enroll if their birth date aligns with requirements and there is room in the class.)
- Evaluation of test results by the principal, admissions counselor, and the grade teacher.
- Applying through our website at immanuelhamilton.com This first step is at no cost to you as a family, but you will need to create a username and password.
- Setting up an account with FACTS, to which you will be directed at the end of the enrollment process to pay your enrollment fee, apply for financial aid, and set up a payment plan. After you have entered your financial information, you will be invoiced and any scholarships granted will be applied to your account.
- Every student is subject to a trial period of 6 weeks, during which time they could be asked to leave if their behavior and academic progress does not align with those of the school. Thereafter, students could be asked to leave based on a 3 strike plan for behavior and non-conformance to the goals and conduct expected at Immanuel.

TUITION:

All tuition payments are managed by a company called FACTS. It will be necessary to create an account and register your bank account (free) or credit card (fees apply) before processing payments. The first required payment will be an enrollment fee. Before tuition can be paid, a payment plan consisting of frequency and time of month must be selected. Once a payment source has been registered and a payment plan selected, the admissions counselor will invoice the account, apply scholarships, and finalize the account. Payments will then be automatically deducted from your account as you have prescribed. Changes may later be made by the family or the admissions counselor if needs should change.

RECORDS TRANSFER POLICY:For Incoming Students:

A record request is provided as part of our welcome packet. The record request form (Appendix B) is filled out by a parent or guardian of the incoming student either prior to the student attending or shortly thereafter. (The preferred method, if at all possible, is prior to a student attending, and these records may be needed for consideration to be accepted.) The record request allows Immanuel to send the request to the student's previous school. Records may be sent to us via inter-school mail, fax, email, or regular mail. We do not accept records directly from parents.

For Outgoing Students:

We send records to a student's new school via inter-school mail, fax, email, or regular mail when we receive a request signed by the parent or guardian from the school to which the students are transferring. We do not send records with parents.

We reserve the right to withhold records if families owe fees until those fees are paid.

ENROLLMENT

HEALTH/MEDICAL:

PHYSICAL/DENTAL – All students are required to have up-to-date physical and dental examination forms on file. In order to enroll, students will need a doctor's certificate of physical examination within the last six months and a dentist's certificate of examination within the last six months. These forms must be updated annually. **If your child does not have up-to-date examinations on file, your child may not be able to attend school until these forms have been updated and submitted to the school office.** Please contact the school secretary, Melinda Cromer, with any questions or concerns.

VACCINES – All students must provide the school with information indicating they have received or are on schedule to receive all required immunizations. Please refer to Appendix C for a list of vaccines required for preschool students. **If your child does not have the appropriate immunization records on file, your child may not be able to attend school until these forms have been submitted to the school office.** Please contact the school secretary, Melinda Cromer, with any questions or concerns.

ALLERGIES – It is crucial that the school is made aware of any allergies your child might have. If your child needs any special medication/treatment for these allergies, please ensure that these items/plans are made available to the school or classroom teacher. The school/teacher are not responsible for providing alternative food/drink for students with allergies or special dietary needs. If needed, please provide an alternative to be served to your child. Please discuss any concerns with your child's teacher.

MEDICATIONS – Medications may be administered by the school if needed. Please contact Melinda Cromer for the necessary forms. The school will only administer medication if the proper paperwork is on file.

HEARING/VISION – All preschool students receive annual hearing/vision screenings through Hamilton City School District. The screening will take place during class time. If your child requires additional evaluation, you will be notified through the district. If your child is absent for any reason during a hearing/vision screening, the teacher will notify you so that you are aware and can schedule a screening with your primary care physician.

SPEECH – Preschool students residing in the Hamilton City School District will receive a speech screening through the district at the beginning of the school year. Families will be notified of the results in a timely manner. Preschool students who do not reside in the district may request a speech screening or evaluation through their district in writing, if desired.

DROP-OFF/PICK-UP PROCEDURE:

(Also see Appendix D, Appendix E, and Appendix F)

2-DAY/3-DAY –

Drop-Off	Pick-Up
Where: The school gym	Where: The school hallway outside of the gym
Time: 9:05 – 9:15 AM	Time: 11:40 – 11:45 AM
Procedure: Parents should grab a preschool parent badge upon entering the school. Parents will stay with their child in the gym until preschool teachers arrive at 9:15. Parents are asked to NOT walk down with us to the classroom after the first day. Parents will return the badge when leaving the school.	Procedure: Parents should grab a preschool parent badge upon entering the school and can wait in the chairs in the school hallway. Parents will sign out children on clipboards. Please see either preschool teacher to sign out your child. If someone new is picking up, please bring a photo ID. Parents will return the badge when leaving the school.

5-DAY –

Drop-Off	Pick-Up
Where: The school hallway outside of the gym	Where: All-school care line
Time: 12:35 – 12:45 PM	Time: 3:45 – 4:00 PM
Procedure: Parents should grab a preschool parent badge upon entering the school. Parents will stay with their child in the hallway outside of the gym until preschool teachers arrive at 12:45. Parents are asked to NOT walk down with us to the classroom after the first day. Parents will return the badge when leaving the school.	Procedure: Parents should follow the car line procedure for K-9 students. Please have a sign with your child’s name on it in your front windshield for pick-up. A staff member will escort preschoolers to care directly until children are familiar with routines. Then, adults will help as needed.

SCHOOL BUS TRANSPORTATION:

If you reside in Hamilton City or Talawanda School Districts, you may choose to utilize school bus transportation for your child. Transportation requests will have to be completed through the school district. Melinda Cromer can offer assistance if needed. Please inform the classroom teacher if your child will be riding the bus. For AM preschool students, they will arrive on the school bus with K-9 students. **They may arrive after the start of preschool at 9:15, which may cut into class time.** A sibling or assigned buddy may walk your child down to the preschool classroom if needed. The classroom teacher will place preschool students on the bus after class to go home. For PM students, the classroom teacher will meet students at the bus at the start of class. For dismissal, children will ride the bus home with K-9 students. They will ride with a sibling or be assigned an older buddy from the school.

CHILDCARE:

Childcare is available for families. Preschool students may utilize childcare during the hours that they are not in class. Childcare hours are from 6 AM to 6 PM Monday through Friday. Any questions regarding enrollment or tuition can be directed to the childcare director, Lisa Lucke via email at lisa.lucke@immanuelhamilton.com .

SCHOOL HOURS:

2-Day 9:15 AM – 11:45 AM (Tuesday & Thursday)
3-Day 9:15 AM – 11:45 AM (Monday, Wednesday, & Friday)
5- Day 12:45 PM – 3:45 PM (Monday – Friday)
K – 9 9:30 AM – 3:45 PM (Monday – Friday)

ATTENDANCE:

Attendance will be taken daily at the start of class. Students arriving after the start of class (9:15 for AM preschool, 12:45 for PM preschool), will be marked tardy, unless the child arrives to school via bus. Preschool students arriving after the start of class time (not on a bus), must check in at the main office and receive a tardy slip. If your child will be absent for any reason, please notify the school/classroom teacher as soon as possible.

SCHOOL CANCELLATION:

In the event of a school cancellation, such as for inclement weather, Immanuel Lutheran School will follow Hamilton City School District. You will also be notified via text message, phone call, and/or email. School cancellations can also be found on the weather channel (TV and website). The Immanuel Lutheran School Facebook page will also have the latest information regarding school closures.

SCHOOL DISCIPLINE

PHILOSOPHY AND APPROACH:

ILS is guided by three chief concepts when determining the best way to eliminate an undesired behavior.

Law and Gospel – With prayerful consideration, the staff endeavors to use a balance of Law and Gospel when dealing with student infractions.

Natural Consequences – ILS believes that each infraction is an opportunity to teach and learn. We do not attempt to save students from natural consequences, but instead examine the outcomes and unpack the lessons there within.

Restorative Justice – ILS keeps the focus on the rehabilitation of offenders as opposed to purely punitive measures. This is often done through reconciliation among those involved and the community at large

Immanuel Lutheran School does not think of the term discipline as meaning punishment, but rather as the teaching of self-control, Christian attitudes, orderliness, and efficiency. Therefore, teachers will deal with children in accordance to the teachings of Christ. The teachers will tolerate actions acceptable for certain levels of growth, channel actions when necessary, and stop any bad behavior or conduct that interferes with the learning process. The children will be taught to understand that to become successful adults, it's necessary to love one another, to serve one another, and to respect one another's rights and privileges. When enforcing discipline, God's Word guides the teacher. If the teacher is unable to obtain proper conduct from a pupil, the teacher will report such disobedience to the parents. If these warning do not produce results, the student will be referred to the principal, who will arrange for necessary action in cooperation with the parents.

In the classroom, the teacher is the sole disciplinarian. Students who are referred to the principal may be issued a strike as outlined in the school's "Three Strike Plan." A copy of the "Three Strike Plan" is included in the back of the handbook (Appendix G).

CODE OF CONDUCT:

The violation on the part of a student of one or more of the following rules of conduct may result in disciplinary action, including, but not limited to, a referral to the principal, strike issued, suspension, emergency removal, and/or expulsion. This code and its provisions shall be applied at school or any school-sponsored activity.

1. **DESTRUCTION OF PROPERTY**

A student shall not damage or destroy school or private property. Any student destroying property will be expected to be responsible for the cost of repairs or replacement of the property.

2. **ALCOHOL, DRUGS, OR TOBACCO**

A student shall not possess, transmit, conceal, use, or be under the influence of an alcoholic beverage, tobacco, or any prescription or non-prescription drug, except as prescribed by a dually licensed medical practitioner and registered with the school office.

3. INSUBORDINATION

A student must comply with school rules and proper directives of authorized school personnel during any time the student is on school property or is under the authority of the school. Repeated violations of any minor rule or classroom procedure shall also constitute insubordination.

4. DANGEROUS OBJECTS

A student shall not possess, handle, transmit, or conceal any object capable of causing injury to themselves or another person (i.e. guns, knives, etc.) or threaten to bring any such object to school.

5. ASSAULT

A student shall not cause injury or behave in such a way that could cause injury to anyone. A student shall not threaten to cause injury to anyone.

6. THEFT

A student shall not remove or take property belong either to the school, church, or another individual.

7. CHEATING

A student shall not possess, sell, transmit, or receive any test information or other information that is meant for individual completion or preparation, neither shall a student plagiarize or present another person's work as his own.

8. FORGERY

A student shall not write the name of another person or alter the date, time, grade, or other data on any school form or on correspondence directed to or from the school.

9. DISRESEPECT

A student shall not use profane or obscene language, motions, signs, or writing. This includes using God's name inappropriately "in vain".

10. DISTRACTIONS

A student shall not bring to school electronic devices or toys, distracting to the educational process. Food and drink, other than water, are not allowed in the classroom.

11. DRESS CODE

Our dress code is based on biblical principles of modesty (Romans 12:1), the practice of being neat and clean to limit distraction (1 Peter 3:3-4), as well as the philosophy of dressing for the task at hand (Luke 12:35).

Modesty is an important character quality. Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and cleanliness are important as we seek to be ambassadors for Jesus Christ. We need to be godly examples in speech, in life, in love, in faith, in purity. We also desire to not be offensive in anything we do. In addition, dress reflects a wholesome appreciation for God's creation. As we seek to glorify the Lord in all we do, these policies will help us do that.

It is also important to realize that parents, as the primary educators of their children, play a key role in this area. It is a responsibility of the parents to guide and supervise their children in the selection of appropriate clothing.

Accordingly, this dress code is intended to communicate a *general framework* of Immanuel’s rationale, guidelines, and restrictions in the area of dress. All final decisions are at the sole discretion of school administration.

Lower School (Preschool through 4th grade)

General Appearance	Bottoms	Shoes	Shirts
Hair should be well groomed and natural looking in color and style.	Must be modest. Adequate coverage of the lower body.	No elevated heels.	Must be modest. Adequate coverage of the upper body.
No makeup.	Please ensure that underwear is covered underneath the skirt (example: biker shorts).	Appropriate for the activity and the weather.	Must have straps.
Hygiene well maintained.	Clothing should have a proper fit, sitting on the waist, and neither baggy nor tight.	Closed toed and closed heeled shoes only (no open toe or open heel, i.e. crocs, sandals, flipflops).	Should have a proper fit, full coverage of midriff, and weather appropriate.
Jewelry and accessories must be safe and not cause a distraction.	No holes or tears. Clothing must be in good condition.	Athletic shoes worn on gym days.	No inappropriate logo or saying.

A student should not engage in any activity in which the pupil knows or should know will disrupt the academic process of a curricular or extracurricular activity.

SUSPENSION/EXPULSION:

See the Three Strikes Policy (Appendix G).

CURRICULUM

LICENSE:

Immanuel's Preschool program is licensed through ODE (the Ohio Department of Education).

CREATIVE CURRICULUM:

Immanuel utilizes the Creative Curriculum program in our preschool classrooms. This research-based curriculum focuses on the development of the whole child, including academic, physical, social-emotional, and cognitive development. Approaches to learning include exploration and discovery, which is clearly evident during our daily center time activities. More information regarding the Creative Curriculum can be found [here](#).

RELIGION:

Immanuel uses the One in Christ preschool curriculum. For the 2-day class, we use the Preschool A curriculum and for the 3-day and 5-day classes, we use the Preschool B curriculum. One in Christ includes a variety of activities to teach Bible stories and lessons, including puppets, acting out stories, songs, games, cut-out figures (for telling stories), props (for telling stories), books, and more! Family Letters will be sent home and posted weekly to coincide with our Bible story. 3-day and 5-day classes also participate in weekly chapel with Pastor Jud in the sanctuary. Chapel includes songs, prayer, and a brief lesson, typically related to the stained glass windows. Students will take turns lighting and putting out the candles throughout the year. Each child should have one turn to light the candles and one turn to extinguish them.

2-DAY:

Each of our preschool classes is unique. The 2-day program is designed for three year olds (children who are three by September 30th). As the first school experience for many children and with only meeting two days a week, there is less of an academic focus in this class. We will work on developing social-emotional, problem-solving, language, and physical skills, particularly fine motor skills. We will also learn the rules and expectations of school. In this class, academics will be simple. We will work on: tracing our names each morning, recognizing/identifying the letters in our names, identifying numbers 1-5, counting to 10, and identifying basic shapes (circle, square, triangle, rectangle). We may touch on additional preschool skills in small groups for students who are ready for them as time allows. If you are interested in at-home enrichment ideas for your child, optional activities will be posted on SeeSaw throughout the school year.

3-DAY:

Immanuel's 3-day preschool program is for students turning four by September 30th. In this class, we will continue with the foundational skills we learned in the 2-day class and expand on those skills. We will focus more on preschool academic development in the 3-day class, such as: writing a partially accurate to fully accurate first name, identifying both upper and lowercase letters, producing the sounds for many letters, identifying numbers 0-10 by name and connecting each to counted objects, counting to 20, extending and creating simple repeating patterns, identifying 2-D shapes and describing some 3-D shapes, holding a writing utensil correctly, adding and subtracting numbers within 5, retelling stories, rhyming, alliteration, etc. There will also be optional at-home enrichment activities posted on SeeSaw throughout the year for additional practice and to provide extra data for the teacher (if desired).

5-DAY:

Our 5-day program is a transitional kindergarten class and is designed for students who fit one or more of the following:

- Turn five in August or September
- Have completed 3-day preschool and are not quite ready for kindergarten
- Kindergarten eligible based on age, but not quite ready for kindergarten
- Recommended by the preschool teacher after completion of 2-day (based on multiple factors)
- Test into 5-day during enrollment (based on multiple factors)

In the 5-day class, we will cover some of the same academics/skills as 3-day, however, we will move through them more quickly so that we can also work on some kindergarten standards! Some additional skills we will be covering in 5-day include: handwriting practice (using Handwriting Without Tears curriculum), adding and subtracting fluently within 5 (possibly up to 10 if students are ready for it), learning sight words, sounding out/writing CVC words, learning that some letters make two sounds, identifying 3-D shapes, engaging in weekly writing activities, participating in regular science experiments (at least monthly, sometimes more), creating and reading simple graphs, using tally marks, and more! Just like 2-day and 3-day, optional at-home enrichment activities will be posted on SeeSaw throughout the school year if you choose to try them!

SAFETY

Safe and healthful conditions throughout the school building are a primary concern for all of us. The local Fire Marshal, Board of Health, the principal, and the teachers periodically inspect the building. All necessary repairs or changes are reported immediately to the proper church authorities. Certain procedures have been established for the safety and welfare of all students.

DRILLS:

- A. Fire Drills – Fire drills are to be conducted monthly throughout the school year. Primary and secondary evacuation routes have been established, are posted in each classroom, and are reviewed annually with all faculty members.
- B. Tornado Drills – Preparations to minimize injuries during tornadoes have become a necessary safety measure. Evacuation routes have been established, are posted in each classroom, and are reviewed annually with all faculty members. Drills are conducted monthly, particularly March through June.
- C. Lockdown Drills – Lockdown drills are practiced annually during school Safety Week in September. Lockdown drills always take place in the afternoon. Students practice staying in place in the classroom in case of an emergency on or near school premises. Students also practice evacuating rapidly. Preschool families will be notified in advance of this drill and may choose to keep their children home on this day, if desired.

FIRST AID/COMMUNICABLE DISEASE:

In the event a child becomes ill at school, measures should be taken to transport that child home as soon as possible. Teachers and other personnel are not to administer any medication to a child who is ill, except with the permission of a parent.

If a child must take medication at school, a written notification by the physician and a copy of the prescription must be kept on file in the office as well as written notification by the parent. Over-the-counter drugs of any kind are not to be taken at school unless prescribed by the physician or with written permission from a parent.

Written forms for administering any medication must indicate when and how much medication should be taken. Prescription medication must be brought to the school office by the parent in the original container. Students should not transport any medication on a bus. All medications will be kept in the school office and administered by authorized personnel.

Students who are exhibiting symptoms of a communicable disease should stay home until symptom-free and fever-free for 24 hours without the use of medication. Students with a fever registered 100.4 degrees or higher should remain at home. Students with an elevated temperature and additional symptoms (such as: cough, nausea, congestion, etc.) should also stay home. Students exhibiting such symptoms while at school will be sent home and cannot return to school until 24 hours after symptoms have subsided without the use of medication.

FAMILY ENGAGEMENT

INFORMATION SOURCES:

Information regarding family engagement activities and events can be found:

- On the school calendar (school website)
- On the preschool calendar (preschool website)
- On the school Facebook page
- In classroom newsletters (posted weekly on preschool website)

EVENTS:

There will be various family engagement events throughout the school year. Please check the above information sources for the latest information regarding upcoming events.

Some events planned for the school year include:

- Back to School Ice Cream Social (August)
- Church/School Picnic (September)
- Fall Festival (October)
- Preschool Family Education Nights (October/March)
- Parent Teacher Conferences (Fall/Spring)
- Father/Daughter Event (February)
- Mother/Son Event (March)
- And more!

VOLUNTEER OPPORTUNITIES:

There will be various opportunities to volunteer at Immanuel throughout the school year! Some opportunities will be school-wide (through the PTO) and others will be classroom-based. Some classroom-based volunteer opportunities include:

- Classroom Party Volunteers
- Purchasing/Donating Supplies for Classroom
- Speaking/Teaching Opportunities in the Classroom (if related to monthly theme and coordinated with teacher in advance)
- Preschool Assessments (coming into the classroom to help update assessment data for students)

CLASSROOM VISITS:

Prior to the first day of school, the teacher will meet with each family individually.

Preschool visits will begin the first week of August and may not take place in the classroom if childcare is using the space during that time. Preschool visits will consist of:

- Preschool assessment (to gather baseline data to track growth)
- Picture (to create a center pass to be used in the classroom)
- Time to answer specific questions parents may have

CONFERENCES:

Parent teacher conferences are very important part of your child's education here at Immanuel. Preschoolers will have two parent teacher conferences each school year—one in the fall and one in the spring. All conferences after 6:00 PM will be offered virtually via Zoom. Conferences before 6:00 PM will be in-person, but can be virtual upon request. During conferences, we will discuss your child's growth/progress and set goals for continued growth. Please refer to the preschool calendar to see when this year's conferences will be taking place. Sign-up links for conferences will be emailed to you by the teacher at least two weeks prior.

PTO:

Please consider joining Immanuel's PTO! There are many opportunities to help out at the school and it is a great way to get to know other families. There are no PTO fees! An email was sent out at the beginning of the school year with information about joining the PTO. The kindergarten teacher, Mrs. Verdon (frances.verdon@immanuelhamilton.com), is the PTO advisor and can answer any questions you might have about the organization.

FAMILY EDUCATION NIGHTS:

Preschool families are invited to attend TWO family education nights each school year! These nights are specifically for parents/guardians and are not designed for children. Past topics that have been covered:

- Reading with Your Child
- Fine Motor Development
- Social Emotional Development

Please consider joining us for this year's family education nights! The dates have been marked on the preschool calendar for your convenience.

CLASSROOM

COMMUNICATION:

The primary form of communication will be email. This is the easiest way to communicate with all families. Classroom newsletters will also be posted on the preschool website weekly. An email will be sent when the newsletters have been posted. Please check your email regularly and ensure that an up-to-date, working email address is on file. Also, please make sure that your email settings allow emails from RenWeb so that classroom communication is not sent to your spam folder. If this method of communication does not work for you, please reach out to your child's teacher as soon as possible. There might be delays in receiving classroom newsletters and other forms of communication if you choose not to use email.

SCHOOL SUPPLIES:

The preschool supply list can be found on the classroom website. In preschool, we share supplies (except for spare change of clothes), so there is no need to put your child's name on the materials.

FORMS:

There are a few forms you will need to fill out at the beginning of each school year for your preschool child. Please fill out the following **within 30 days of your child's first day of school:**

- Photo Release Form
- Family Information Survey
- ASQ
- ASQ:SE
- Parent Volunteer Survey
- Parent Handbook Receipt Form

CRYING/SEPARATION ANXIETY:

Many children struggle with transitioning into preschool and that is okay! You can help make this transition easier for your child. Please refer to the parent orientation PowerPoint or the classroom website for more detailed information on what you can do to ease your child's transition. A few key points to remember:

- Establish a goodbye routine and stick to it (set number of hugs, kisses, etc.)
- Don't let your child see you upset/anxious
- Do your best to arrive early to pick up your child so that your child does not have to wait on you to get there and wonder where you are/if you're coming

CLASSROOM BEHAVIOR PLAN:

All children are different. What works for one child may not work for another child. We will do our best to meet each child where he is at and make appropriate accommodations as we are able.

One strategy we use in our classroom is a reward system to promote positive behavior among all students. We use hole punch cards in the preschool classroom. Each child is given a card with stamps on it (2-day has 9 stamps, 3-day day 12 stamps, and 5-day has 15 stamps). Students can earn hole punches on top of these stamps for following basic classroom expectations or showing positive behavior that goes above and beyond classroom expectations. Once the hole punch card is filled, students will be able to pick a prize from the prize box! The prize box is filled with various toys/trinkets donated by families. Food/candy items are never given out in the prize box. All prizes are non-food items. We welcome any donations you would like to make to our classroom prize box!

A variety of strategies will be used as appropriate to manage student behaviors, including:

- Use of choices
- Redirection
- Warnings
- Time Outs (followed by a discussion of the behavior and a prayer)
- Reminders of Cozy Corner
- Behavior Logs
- Natural Consequences
- Principal, as needed (typically used as a “reset” in preschool)

Behaviors will be communicated with caregivers on an as-needed basis. Please do not hesitate to contact the classroom teachers with any questions or concerns.

SNACKS:

Preschoolers will receive a snack while at school. Snacks will typically consist of a choice of water or milk and one of the following:

- Goldfish Crackers
- Animal Crackers
- Pretzels
- Fruit Snacks
- Teddy Grahams

If your child has any allergies, please let the classroom teacher know. If the snack can be substituted with one of the above options, the school will provide the necessary alternative. If your child is unable to have any of the options listed above, you may bring in an appropriate snack for your child to have instead.

PARTIES/CELEBRATIONS/BIRTHDAYS:

In preschool, we will have a few scheduled parties/celebrations throughout the year. All parties have been marked on the preschool calendar. Parties typically take place during the last hour of class time.

Children are able to celebrate their birthdays with us in class! You may choose to bring in a special snack or a non-food treat of your child's choosing for the celebration. Please ask the teacher for a count of how many children are in your child's class.

Allergies: If your child has allergies, you are welcome to keep some treats in the classroom for us to give to your child if your child is unable to participate in a special snack that day.

RECESS:

Preschoolers will have daily recess time outdoors, weather permitting. Recess will last fifteen to twenty minutes, depending on how long it takes for us to get outside. Children should dress appropriately for the weather and wear shoes that are appropriate for the playground.

Please keep in mind that the morning classes will be going outside around 9:40 AM. Even if it will warm up later in the day, it is often still chilly at this time. Your child should wear or bring appropriate clothing for the temperature at recess time.

There are rocks (gravel) on the playground. Your child should wear close-toed shoes in order to remain safe on the playground. Gym shoes or boots are best.

ENRICHMENT ACTIVITIES:

We are looking to add enrichment opportunities to our preschool program in the future. This section will be edited and updated as more details come together regarding these activities.

SCREENING TOOLS/PROCESS/REFERRAL:

Immanuel Lutheran School uses the Ages and Stages Questionnaire (ASQ) to screen students for potential developmental or social delays. Families are given ASQ's to fill out within the first 60 days of school in order to screen children for any possible delays or concerns. Once these surveys are returned, the teacher reviews and scores them. These are stored in student files for the teacher to refer to as needed.

If the child meets the cut-off score, no further action is taken.

If the child scores in the in-between range, then the teacher will provide small group instruction/activities in this area and re-screen the child in four months. If the child has failed to make adequate progress, then the teacher will discuss this with the family and make a referral for further evaluation as needed. Referrals may be to the school district, mental health specialist, or a doctor, depending on the area of concern.

If the child does not meet the cut-off score, then the teacher will monitor the child closely in the classroom first to determine if the same concerns are noticeable at school. Then, the teacher will discuss these areas of concern with the family and make referrals for further evaluation by the school district, a mental health specialist, or a doctor.

After any referrals, the teacher will follow up with families to discuss the results and determine what changes need to take place in the classroom in order to best help the child.

If at any time parent or caregiver is concerned and would like his child to be evaluated, then the teacher will explain that it is possible to make a written request to the district for an evaluation. The teacher will provide as much support throughout this process as possible.

HEALTH SCREENING/REFERRAL PROCESS:

All preschool children receive vision and hearing screenings annually. If the child does not pass the screening, then the families are informed and directed to their family healthcare provide for a follow-up.

Additionally, we require all families to keep a current physical exam on file from their child's doctor. If children do not have current physicals on file, they cannot attend school until these forms are completed and turned into the office.

If families need assistance finding a provider for these services, the teacher will provide them with a list of known providers in the area. This list is also available under the Resources tab on the preschool classroom website.

ON-GOING CHILD ASSESSMENT PROCESS:

Teachers use a variety of on-going child assessments in our program, including TS GOLD, ELA, and a teacher developed preschool progress chart. The teacher conducts a series of formal and informal observations within a given checkpoint to gather data to score students on TS GOLD and ELA rubrics. Observations can take place in an individual or small group setting. They can also be done informally while students are otherwise engaged (such as during centers). A variety of supporting evidence is gathered, including student work samples, photos, videos, and observational notes. These are done using a notebook, phone, or folders/binders (to organize data). Students are assessed regularly (every one to two months) on basic preschool academics such as letters, numbers, counting, shapes, etc.

Teachers use intentional strategies to inform instruction for individual children as well as the group. For instance, the teacher uses information gathered from assessments to form small groups. These groups might focus on areas that a child is behind in (intervention groups) or the teacher might conduct enrichment groups for students who are ahead of their peers. Teachers also use assessment data to inform whole group instruction, determining what areas (if any) the majority of the class is struggling with so that additional instruction can be given. Teachers also use data gathered from screening tools (such as ASQ's) or provided by families to inform instruction for individual children and/or small groups of students.

Individual child progress is evaluated through each of the assessments. Because data is gathered regularly and there are multiple checkpoints, progress can be documented for each child throughout the school year. For the teacher created assessment, progress is monitored even more frequently as students are assessed every one to two months. Progress is recorded and stored in binders and folders to easily track each child's development throughout the school year. Observational notes are also used to determine a child's progress and are stored in a class binder to be referred to as needed.

Teacher use TS GOLD and ELA rubrics to analyze and interpret assessment data. If a child is below age level in a particular area according to the rubrics, then the teacher knows that intervention is needed.

Additional data can also be collected through the use of the SeeSaw app, if families choose to participate in optional at-home enrichment activities.

RECORDS DAYS:

Immanuel's preschool program is evaluated by Ohio's Step Up to Quality evaluation. In order to complete necessary paperwork for Step Up to Quality requirements, preschool will have a few days off of school each year, indicated as "Records Days." These days are only for preschool. All other grades will be in session on these days. Records Days are marked off on the preschool calendar. Reminders will also be placed in classroom newsletters in advance.

RECOMMENDATIONS FOR CLASS PLACEMENT:

In January, the preschool teacher will communicate recommendations for class placement for your child for the following school year. Recommendations are determined based on a variety of factors, including: age, maturity, and academics. Please refer to Appendix H for guidance on how placement is determined.

After recommended placements have been determined, the teacher will email families individually to inform them of their child's recommendation. The teacher will also offer opportunities for families to meet with her to discuss these recommendations upon request at any time before spring conferences. Otherwise, the teacher will discuss the placement and the transition process with families during spring conferences. The transition will take place from spring to the start of the following school year.

TRANSITIONS:

Students will be transitioning into, within, and out of our preschool program. Please refer to Appendix I for a detailed chart on how Immanuel helps children to transition into, within, and out of the preschool program.

PRESCHOOL GRADUATION:

Preschool graduation will take place in May. Please refer to this year's preschool calendar for the exact graduation date. Preschool graduations occur during the school day and are for students moving onto kindergarten the following year. Students who will be entering the 5-day preschool program the following year will not participate in graduation.

Graduation times are as follows:

3-Day at 10 AM

5-Day at 1 PM

2-day preschool parents will host the graduation receptions for the 3-day and 5-day preschool classes. The teacher will send out sign-up sheets in April with ways that you can help.

RESOURCES

ONLINE:

There are a few helpful online resources where you find information related to preschool and/or the school. These include:

- [Classroom Website](#)
- [School Website](#)
- [School Facebook Page](#)
- [Miss Barker's YouTube Channel](#)
- [SeeSaw App](#)

SCHOOL/CHURCH:

Immanuel Lutheran School and Church also have a variety of resources available to help your child and family. If you have any questions, please reach out to your child's teacher or to Beth Fleming. Some resources include:

- Hearing/Vision Screenings (annually completed by school nurse)
- Speech Screenings (annually completed for students residing in Hamilton City School District)
- Speech Services through Hamilton City School District (for those who qualify)
- School Counselor – Becca Hutchison
- Food Bank

COMMUNITY:

There are also a number of community resources available to you. Under the Resources tab on the classroom website, you will find a list of community medical resources.

APPENDIX A

Immanuel Lutheran School

Mission Statement

To lead people to Christ by sharing God's Word within the context of a well-rounded, high quality education, that they may grow together in faith and in service to our Savior and all of God's children.

Educating the whole child in a holy way since 1896

*Immanuel Lutheran
1285 Main St.
Hamilton, Ohio 45013*

513-895-9212

PURPOSE

Through excellent education, the children and adults of Immanuel will

Joyfully and Boldly...

KNOW Jesus and each other

GROW to be like Him

SOW His love in word and deed

OVERALL VISION

1. We believe that Immanuel Lutheran School is more than the mission. It is established by God to also accomplish the mission. (1 Corinthians 9:22, Philippians 2:1-4)
2. We believe God's truth is revealed with power in His inerrant Word. (2 Peter 1:20-21, Isaiah 55:10-11).
3. We believe that Immanuel Lutheran School, empowered by the Holy Spirit and viewing the pupil through the cross of Christ, must be concerned with the child's total needs—physical, social, emotional, intellectual and spiritual.

APPENDIX B
(Records transfer request form, to be added)

APPENDIX C

Immunizations for Child Care, Head Start and Pre-School Attendance:

Please follow the following link to the ACIP Easy-to-read Immunization Schedule for Infants and Children^{1,2}

<http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>

Ohio Revised Code 5104.014, Division B:

Each child's³ caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process⁴ of being immunized against all of the following diseases:

1. Chicken pox;	6. Influenza;	11. Poliomyelitis;
2. Diphtheria;	7. Measles;	12. Rotavirus;
3. Haemophilus influenzae type b;	8. Mumps;	13. Rubella;
4. Hepatitis A;	9. Pertussis;	14. Tetanus.
5. Hepatitis B;	10. Pneumococcal disease;	

Ohio Revised Code 5104.014, Division C:

A child is not required to be immunized against a disease specified in **Division (B)** of this section if any of the following is the case:

1. Immunization against the disease is medically contraindicated for the child;
2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;
3. Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

Ohio Revised Code 5104.014, Division D:

The medical statement shall include all of the following information:

1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
2. Whether a child is subject to any of the exceptions specified in division (C) of this section.
3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

Follow the link below to the Ohio Department of Jobs and Family Services' Child Medical Statement:

<http://www.odifs.state.oh.us/forms/findform.asp?formnum=01305>

¹ Vaccine doses are only considered **valid** if administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices.

² Vaccine doses administered **≤ 4 days** before the minimum interval or age are **valid** (grace period). Doses administered **≥ 5 days earlier** than the minimum interval or age are **not valid** doses and should be repeated as age-appropriate. **If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.**

³ **"Child"** includes both of the following: 1) An infant, toddler, or preschool age child; and 2) A school-age child who is not enrolled in a public or nonpublic school but is enrolled in a child day-care center, type A family day-care home, or licensed type B family day-care home or receives child care from a certified in-home aide.

⁴ **"In the process of being immunized"** means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health (in accordance with the ACIP catch-up schedule).

APPENDIX D

2-Day/3-Day Drop-off/Pick-up Procedures

Drop-off:

Where - the school gym

Time - 9:05 - 9:15 AM

Parents should grab a preschool parent badge upon entering the school. Parents will stay with their child in the gym until preschool teachers arrive at 9:15. Parents are asked to **not** walk down with us to the classroom after the first day. Parents will return the badge upon leaving the school.

Pick-up:

Where - the school hallway

Time - 11:40 - 11:45 AM

Parents should grab a preschool parent badge upon entering the school and can wait in the chairs in the school hallway. Parents will sign out children on clipboards. Please see either preschool teacher to sign out your child. If someone new is picking up, please bring a photo ID. Parents will return the badge upon leaving the school.

Bus Riders:

If your child is riding the bus, please inform the school and teacher of this arrangement. If your child does not have an older sibling, your child will be given a buddy from one of the older grades for drop-off. Your child's sibling or buddy will walk your child down to the classroom upon arrival.

For dismissal, one of the preschool teachers will put your child on the bus to go home.

APPENDIX E

5-Day Drop-off/Pick-up Procedures

Drop-off:

Where - the school hallway
Time - 12:35 - 12:45 PM

Parents should grab a preschool parent badge upon entering the school. Parents will stay with their child in the hallway outside of the gym until preschool teachers arrive at 12:45. Parents are asked to **not** walk down with us to the classroom after the first day. Parents will return the badge upon leaving the school.

Pick-up:

Where - all school car line
Time - 3:45 - 4:00 PM

Parents should follow the car line procedures for K-9 students. Please have a sign with your child's name on it in your front windshield for pick-up. A staff member will escort preschoolers to cars directly until children are familiar with routines. Then, adults will help as needed.

Bus Riders:

If your child is riding the bus, please inform the school and teacher of this arrangement. For arrival, one of the preschool teachers will get your child off the bus at 12:45 PM.

For dismissal, your child will either ride the bus with a sibling or be given a buddy from one of the older grades. Your child will wait in the gym with his buddy/sibling until the bus arrives. Then, your child will board the bus with his buddy/sibling.

APPENDIX F

Drop-Off/Pick-Up Procedure

A How-To Guide

(K - 9th Grade)

- Form two lines of cars starting at **orange** line
- At 9:10AM and 3:45PM drivers will be directed to “zipper” merge
- Students exit/enter the PARKED vehicle within **yellow** zone
- Drivers display student name in window for pick-up only
- If you must enter the building, park in **green** parking area. Be careful when walking across **red** bus lane.
- BE PATIENT.

DOs and DON'Ts

DO  to buses

DON'T park in **red** bus lane.

DO put your car in park

DON'T get out of your car

DO pull all the way forward in **yellow** zone

DON'T pass other vehicles

DO form tight lines while in service drive

DON'T stand in **purple** zone

DO have patience

DON'T hesitate to ask questions

Preschool and Pre-K

- Park in **green** or **blue** zone and walk your student into the gym @ 9:10am
- Morning classes will be dismissed to guardians in school hallway
- Afternoon classes will be dismissed using K-9 method described above

Childcare

- Park in **yellow** or **blue** outside school hours
- Park in **green** or **blue** during school hours
- Follow sidewalk to rear of building
- Enter via awning-covered stairwell



APPENDIX G

Immanuel Lutheran School Three Strikes Disciplinary Policy

Revised 12/19

Immanuel has a comprehensive behavior plan complete with proactive positive supports and reactive disciplinary actions aimed at minimizing negative behaviors among the student body. Should this framework not eliminate habitual offenses or successfully dissuade flagrant actions, a student may receive a strike.

A "strike" is a formal communication with the child and parent concerning poor behavior. A student is removed from school on the third "strike" received in a single school year. A parent-signed copy of the strike letter will be admitted to the student's cumulative file.

A strike may be accompanied by other disciplinary action such as detention, in-school suspension, suspension, etc.

Even though removal from school is the result of three strikes, it is not the intent. As in the case with any disciplinary action it is our desire to curb all unchristian behaviors and to encourage students to live and work together in mutual love and care. Immanuel desires that strike communications unite school and home in a common effort to assist the student in making amends and abandoning the undesired behavior.

APPENDIX H

Current Class	Transition Options
2-Day	<p>*3-Day Birth Date: If the child turns 4 between the months of June – September, then 3-day; If the child turns 4 before the months of June – September, then consider academic levels Academics: Average or lower performance, then 3-day</p> <p>*5-Day Birth Date: If the child turns 5 between the months of June – September, then 5-day; If the child turns 5 after September, then consider academic levels Academics: Above average performance, then 5-day</p>
3-Day	<p>*5-Day Birth Date: If the child turns 5 between the months of August – September, then 5-day. If the child turns 5 between the months of June – July, then 5-day or kindergarten depending on academic & social/emotional development Academics: If low, then 5-day; if average, consider 5-day Social/Emotional: If low, then 5-day</p> <p>*Kindergarten Birth Date: If the child turned 5 before June & there are no significant academic or social/emotional concerns, then Kindergarten. If there are significant academic or social/emotional concerns, then consider 5-day.</p>
5-Day	<p>*5-Day (Repeat) Only if there are significant academic or social/emotional concerns.</p> <p>*Kindergarten</p>

APPENDIX I

Transitions INTO Immanuel Preschool:

- **Prospective Family Visits/School Tours** – An important component to enrollment is the opportunity to visit the school! Families can schedule a time to meet with our Admissions Counselor to discuss what our school has to offer and to tour the building. School tours are often scheduled during the school day so that families can see the preschool classroom in action! Children are invited to attend these tours as well.
- **Preschool Family Orientation** – At the beginning of each school year, the preschool teacher conducts a family orientation for all families to discuss what to expect at Immanuel. Recorded sessions are also available for new families to watch if they enter the program mid-year.
- **Family Information Forms** – Families fill out family information forms each year using Google Forms to provide updated family information that will help the teacher better serve their children.
- **Preschool Handbook** – Preschool families are provided with an electronic copy of the preschool handbook upon enrollment. Families sign a form indicating that they have received the handbook and have access to it. The handbook contains valuable information about our program, which families can reference at any point throughout the school year as needed.
- **Individual “Meet the Teacher” Sessions** – A couple of weeks before school starts, the preschool teacher arranges individual meetings with each student. Families bring the children into the classroom to meet the teacher, get familiar with the room, and ask questions. The teacher also uses this time to conduct an initial assessment on each child in order to establish baseline data. These sessions are not required if a student starts school mid-year, however, they are available upon request.

Transitions WITHIN Immanuel Preschool:

- **Adjusting Nap Time Schedules** – For preschool students transitioning to 5-day (afternoon preschool), child care will adjust nap time schedules over the summer to prepare children for not having a nap once school starts. This transition will involve gradually decreasing nap time prior to the first day of school.
- **Preschool Family Orientation** – Returning families will also attend the preschool family orientation at the beginning of the school year to ensure they are familiar with any changes to the program and to allow them to meet new preschool families.
- **Family Information Forms** – Returning families will also complete family information forms at the start of each school year to provide updated information on their children.
- **Individual “Meet the Teacher” Sessions** – Returning families will also participate in these meetings with the teacher at the beginning of each school year to prepare for the new year and answer any additional questions families might have at that time.
- **Recommendations for Next Year** – In January, the preschool teacher will email families with recommended placement for next school year (3-day preschool, 5-day preschool, or kindergarten). The teacher will also be available for in person meetings to discuss the placements upon request.
- **Parent Teacher Conferences** – The preschool teacher will conduct Fall and Spring parent teacher conferences each school year. During these meetings, the teacher will discuss the child’s progress and set goals for continued success. Goals will be worked on both at home and in the classroom. During Spring conferences, goals will be established specifically related to transitioning to a new class the following school year.

Transitions OUT OF Immanuel Preschool (mid-year):

- **Exit Interview** – The preschool teacher will meet with families (in person or via email) to discuss why they are leaving the program, what they liked about the program, and what they did not like about the program. Additionally, the teacher will gather any paperwork that is needed for the child’s transition to his new school.
- **Class Farewell** – The preschool teacher will prepare the class for the student’s departure ahead of time, if possible. Children will be given the opportunity to say goodbye to the child who is leaving and create cards to send home with the child.

Transitions OUT OF Immanuel Preschool (to kindergarten):

- **Exit Interview** – The preschool teacher will provide a survey for families to find out what they liked about the preschool program and what they think can be improved in the future.
- **Meet the Kindergarten Teacher** – Immanuel’s kindergarten teacher will be invited into the preschool classroom in the spring to meet the preschool students. She will introduce herself, read a story to the class, and answer any questions they might have about kindergarten.
- **Kindergarten Tour** – Preschool students will visit the kindergarten classroom in the spring to meet the kindergarten teacher and become familiar with the classroom.
- **Combined Lesson with Kindergarten** – In the spring, the preschool teacher and kindergarten teacher will plan a combined lesson/activity with the preschool and kindergarten classes so that incoming kindergarten students can “get a feel” for what kindergarten will be like next school year. Preschoolers will also be paired with a kindergarten buddy to ask/answer any questions.
- **Meeting with Kindergarten Teacher** – The preschool teacher will meet with the kindergarten teacher to discuss incoming kindergarten students individually. The preschool teacher will also share data for individual students.
- **Transition to Kindergarten Form** – The preschool teacher will fill out these forms for each preschooler. Parents will sign these forms at conferences to give permission to share this information with future teachers. For students attending Immanuel, this form will be shared with the kindergarten teacher. For students attending kindergarten elsewhere, this form will be given to parents to share with their child’s future kindergarten teacher.
- **Adjusting Nap Schedules** – For 3-day preschoolers transitioning to kindergarten, child care will adjust nap time over the summer to prepare these children for not having nap in kindergarten the following school year.
- **Family Resources Regarding Transition to Kindergarten** – Families will be provided with various resources to prepare them for their child’s transition to kindergarten.