Holy Ghost Lutheran Preschool Handbook

Revised June 2026



Dear Parents,

I would like to welcome you to Holy Ghost Lutheran Preschool. At Holy Ghost, we strive to offer quality early childhood education with loving care to all children in our program. Our goals and teaching practices are aligned with the NAEYC Code of Ethical Conduct and the latest educational strategies.

The goal of this program is to build self-confidence and self-esteem in each child through positive interactions, structure, and support. The program offers a range of engaging activities that foster social-emotional, physical, and cognitive development.

This handbook has been prepared especially for you, the parent of a child enrolled in the Holy Ghost Lutheran Preschool program. By reading this handbook, you will become familiar with Holy Ghost Lutheran Preschool's policies and operating procedures. Please keep this handbook handy for reference throughout the school year.

If you have any questions regarding our program or handbook, please contact me, Mrs. Eby, or the office. We are happy to have you as a part of our program!

Thank you,

Mrs. Christina Wolf

Early Childhood Program Administrator

Our Mission Statement

The mission of Holy Ghost Lutheran Preschool is to provide a safe, stimulating, and caring environment for children. We are committed to providing learning experiences that prepare each child for early academic success and school readiness. Our focus is on providing an encouraging educational experience that promotes social, emotional, physical, cognitive, and spiritual development. Holy Ghost Lutheran Preschool provides a learning environment that supports children in developing the strengths and skills necessary for them to construct their knowledge and prepare them for their future school environments.

Our Vision

The ultimate vision we have here at Holy Ghost is twofold and rooted in both the present and the future.

For the present, our goal is for parents to feel confident in their choice of education, knowing their children are safe, engaged, educated, and smiling. For the future, we want those children to warmly look back on their experience at Holy Ghost as a cherished part of their childhood.

Our Philosophy

Guided by high expectations and recognizing that all children learn at different levels and at varying speeds, our staff will provide students with a broad range of educational and engaging opportunities that encourage each child to develop their abilities. Children will have a safe and nurturing educational experience in which they can develop the skills needed to express themselves through words, art, and other creative mediums. Holy Ghost Lutheran Preschool will provide hands-on learning opportunities that help build literacy, mathematical, and scientific skills, leading to the development of innovative and critical thinking abilities. Children will be exposed to positive character lessons and experiences through religious education, which will help shape them into successful members of society.

Parents are their children’s first and most important teachers. Holy Ghost Lutheran Preschool understands and respects this vital role, recognizing that parents are an integral part of the educational process. Parental involvement is actively sought, encouraged, and welcomed in our program.

Working together as a team, the teacher and parents will ensure that the child gains the self-confidence and independence necessary for their future school experiences.

Enrollment

Enrollment at Holy Ghost Lutheran Preschool is open to all children, ages 3 through 5 years old. Enrollment will be granted without discrimination regarding sex, race, color, religion, or beliefs. Children must be fully toilet-trained.

Admission will be granted first to families with children already enrolled in the Holy Ghost Preschool program from the preceding year or to families with siblings enrolled in Holy Ghost Lutheran School. Secondly, children in the community will be accepted on a first-come basis.

The following must be submitted to the school to be enrolled in our program:

- Enrollment application and fee
- Preschool student information form
- Immunization and Health Appraisal from the pediatrician

The registration form and fee are due at the time of registration.

- Once received, your child is officially registered
- We cannot hold space for a child without payment of the registration fee
- Immunization and Health Appraisal forms MUST be turned in no later than the 1st day of school

Age policy

- A child must reach the age of the class for which he/she is registering by September 1st, in accordance with the public-school system.
- Exceptions to chronological age may be made for children in special circumstances.
- The director of Holy Ghost Lutheran Preschool, along with the principal of Holy Ghost Lutheran School, will make all final decisions on the class in which the child will be placed.

Waiting List Policy

- Applicants who wish to have their name placed on the Holy Ghost Lutheran Preschool waiting list must submit a completed enrollment form and the registration fee. Admission will be granted based on availability. Parents/Guardians will be notified by phone when space becomes available. Enrollment must begin within 1 week, or the space will be forfeited, and the child's name will be removed from the waiting list.

Withdrawals and Termination

- Withdrawals
    - A two-week written notice is required when a child is withdrawn from the program for any reason; otherwise, the parent is responsible for the following months' full tuition
    - If a child is absent for more than 2 weeks without notification, we will assume that the child has been withdrawn and will proceed to register another child from our waiting list

- Termination
    - Holy Ghost Lutheran Preschool reserves the right to terminate services to a family if financial commitments are not met or if it becomes apparent that the program is not adequately equipped to meet the child's psychological or developmental needs. Written notifications will be given to the parents to allow for ample time to find alternative care. The staff and director will make every effort to resolve any difficulties before termination. Documentation will be provided upon request before suspension or termination. Parents and children are given advanced notification when suspension will take place based on the child's Behavior.

Health Policy

Children who are ill cannot be appropriately cared for in a classroom setting. Children with apparent signs of illness should not be brought to school. A child who is not able to fully participate in all daily activities is not well enough to attend preschool. A child who is not in good health, as decided by the Holy Ghost Lutheran Preschool staff, must return home. If a child becomes ill during their school day, a parent will be called

immediately, and the child will be isolated from the other children. It is the responsibility of the parent to come immediately or secure alternative care. Children who have shown signs of illness within the previous 24-hour period will not be admitted back into the preschool for the protection of all students and staff.

No child will be permitted to attend preschool if any of the following symptoms are exhibited:

- vomiting or diarrhea within a 24-hour period
- fever temperature of 100° F or higher within a 24-hour period without fever reducers
- Rash or impetigo
- deep hacking or uncontrollable cough
- head lice, nits, or bugs
- chicken pox or any other contagious disease
- uncovered open sores

Parents are required to notify the school whenever a child or family member has been exposed to a communicable infectious disease so that all school families can be alerted.

Injuries and Accidents

Holy Ghost staff will document any injury a child might incur. Parents will be notified of accidents or incidents immediately or on the same day. In the event of a serious injury or other medical emergency, parents will be notified immediately. The child will be transported to the nearest hospital by Emergency Services if deemed necessary.

Child Abuse and Neglect

The Child Protection Law requires that a teacher, school administrator, nurse, social worker, or duly regulated child care provider, “who has reasonable cause to suspect child abuse or neglect must immediately, by phone or otherwise, make an oral report or cause a report to be made of the suspected child abuse or neglect, a written report shall follow.” In our preschool program, every effort will be made to determine what has occurred, and immediate assistance will be obtained. Parents may or may not be informed of a report.

Curriculum

For children to reach their full potential, we recognize each child as an individual and a child of God. We recognize that children learn and develop at different rates and in various ways. All our classes use a curriculum that is both teacher-guided and student-driven. This curriculum assists parents and students in the cognitive, social, emotional, physical, and spiritual development of the child.

Current Curriculum: BJU Press: Footsteps for Fours, CPH Enduring Faith, and other supplemental materials deemed age appropriate.

Our three-year-old classes follow a curriculum divided into thematic units, which are developmentally appropriate for their learning. The study of numbers, basic math skills, and letters will be integrated into these units through storytelling, word association, perception, movement, and learning centers.

Our four-year-old classes engage in a curriculum that is divided into thematic units, with a greater emphasis on numbers, counting, math skills, letter recognition and formation, as well as letter sounds and phonics. A wide variety of learning experiences are used to help these growing learners reach their full potential and become kindergarten-ready.

Both three and four-year-old classes will have opportunities to enrich their learning through religious lessons and chapel, as well as field trips, special classes, and programs.

- Chapel is offered once a week for the entire school. (The days of the week may change each year due to scheduling of school activities.) Along with chapel, Bible, and religious lessons are taught within the curriculum daily. Each week is a new lesson with a new story and activity for the children.
- Children’s choir service is held once a month during Sunday services at Holy Ghost Lutheran Church, during the school year. Although attendance is not mandatory, it is encouraged.

- The students are offered opportunities to join in on field trips. Prior to each field trip, information will be sent home detailing the date, time, cost, and location. The parents will be responsible for providing safe transportation for their child. Each child must have an adult with them at the field trip. All adults MUST stay and participate during the field trip, and children will remain with their parent or guardian for the duration of the field trip. After the activities of the field trip have concluded, children will NOT return to Holy Ghost Lutheran Preschool for class. THERE WILL BE NO REGULAR CLASSES HELD ON FIELD TRIP DAYS. If your child is unable to attend a scheduled field trip, you will need to find alternate care for that day. There is no tuition refund for missed field trip days.
- Special programs, such as the Christmas Program and spring recital are held during the school year. They are generally held in the evening and listed on the school calendar. Advanced notice will be given of additional events.

Confidentiality

Confidentiality is a high priority of our program. All information about families is kept in strict confidence. Information concerning enrollees and their families will be limited to purposes directly connected with the administration of the program. The staff will respect each family's right to privacy. No other use of this information shall be made without prior written consent from the parent. Parents shall have access to information in their child's file.

Photo Policy

Holy Ghost Lutheran Preschool may take photographs of your student while in the classroom. The photos may be used in the school yearbook, on the school's website, Facebook page, and in promotional materials.

General Information

Arrival and Departure

- Drop off and pick up
    - School hours are 8:45-3:25 pm, Monday through Friday.
        - If your child is enrolled in half-day classes, they will be released at 12:00 pm.

    - Holy Ghost Lutheran School and Preschool open the doors at 8:30 am. Children are not able to enter the building before this time.

- Children must be escorted into the building, signed in, and taken to their classroom, where their teacher will greet them. They will need to place their book bags, coats, and other personal items in their assigned cubbies.
- Children will NOT be allowed to leave school with anyone other than those persons listed in the emergency information form. PROPER IDENTIFICATION WILL BE CHECKED. A photo ID is required.

Arrival times can be a stressful experience for both the child and parents, especially in the early days of the school year. Please keep these ideas in mind when dropping off your child:

- Please do not attempt to sneak out without saying goodbye to your child. Make sure you give your child a good-bye kiss, wink, fist bump, or your own special good-bye.
- Make sure to let your child know who they can expect to pick them up at the end of their day, whether it is you or another family member.
- As difficult as it may be, make your goodbyes short and sweet, even if they are crying. The longer the goodbye, the longer the child will be upset and unable to process and move forward. If you are concerned, please feel free to call the school and speak with someone in the office or be transferred to the teacher to ask about your child's progress.

There are specific procedures for entering and exiting the school building during the school day. This is to ensure the safety of our students and staff. Please enter through the office doors on the side of the building. This is a secure door, and you will need to be buzzed in. <u>All visitors will need to sign in at the front desk, and you will be given a visitor's tag. All visitors will need to return their visitor's tag and sign out in the office before leaving the building.</u>

Emergency Closings

In the event of inclement weather, Holy Ghost follows the closings and delays for Airport Community Schools. Watch our Facebook page, email,

and Channel 7 news. A text alert may also be sent out. There are no refunds for emergency closings.

Dress Code

Preschool students enrolled at Holy Ghost Lutheran Preschool are not required to adhere to the same uniform dress code as the students in grades K-8. Friday is Spirit Wear day at Holy Ghost, and all students are encouraged to wear something blue or any Holy Ghost spirit wear they have.

The standards for the preschool dress code reflect “common sense” and a concern for each child’s comfort, safety, cleanliness, and a sense of modesty.

- Footwear should ensure the safety of students during regular school activities. Closed-toed shoes are always to be worn in school along with socks. Being shoeless or wearing flip-flops is prohibited.
- If wearing outdoor boots (rain or snow), indoor shoes must be brought to change into before entering the classroom. Outdoor boots are to be left in the hallway on a drying tray.
- Gym shoes are necessary for both outdoor play and indoor gym activities.
- Skirts and shorts must be long enough to reach the end of the fingers when arms are resting at the body’s side.
- Shorts or leggings MUST be worn under all dresses or skirts.
- NO tube tops, spaghetti straps, bare shoulders, chests, backs, or midriffs.
- All clothing must fit properly. Undergarments may not show. The administration and the teacher will determine immodest clothing.
- Messages or pictures containing vulgar or distasteful content are prohibited. This includes any messages or pictures that are inconsistent with a Christian education.
- Hats are considered outdoor gear and, therefore, are not allowed to be worn in the classroom. Hats are not to be shared among the students for health and safety reasons.
- Headbands and bows are allowed, but animal ears of any kind are prohibited.
- Hairstyles:

    - **Girls** – shall make provisions to tie, or pin, long hair back in such a manner that it does not hang in their eyes and face. No unnatural hair colors or styles that draw attention to the individual shall be allowed.
    - **Boys** – shall be trimmed, not to extend past the eyebrows to keep out of the eyes and face and not hang over the shirt collar or exceed the top portion of the ears. Ponytails and razor cut designs are not permissible. No unnatural hair colors or styles that draw attention to the individual shall be allowed, including but not limited to mohawks, fohawks and mullets.
- No cell phones or electronic devices of any kind are allowed (including tablets, iPads, and smartwatches).

What to Bring

Help your child get the most out of their preschool experience and help your child's teacher by remembering a few things:

- Please provide your child with a backpack to carry their belongings each day. Please keep in mind that your child will be carrying papers, artwork, books, and other items to and from school daily.
- Although children must be toilet-trained before starting our program, we recognize that accidents can still occur. Please send your child with a full change of clothing (pants, shirt, underwear, and socks). Please label all items and place them in a labeled ziploc bag. If you send in seasonal apparel, please ensure that you exchange it as the weather changes.
- Parents will need to provide a packed snack and lunch for all students. If you would like to purchase a hot lunch, Holy Ghost Lutheran Preschool participates in the Chartwells lunch program through Airport Community Schools. The purchase of lunch or milk must be conducted through Chartwells. Holy Ghost does not accept payment for hot lunch or milk.
- Students enrolled in the full-day program are required to bring a small blanket for rest time. The child may also bring a small pillow and a small toy to help them feel more comfortable and rest. This may not be a toy that makes sounds or has lights, so as not to distract others during required rest time. Please pack bedding in a bag with handles large enough to accommodate the items. All bedding will be stored in

the cubbies. Space is limited, so please consider this when choosing bedding.
- Toy guns and weapons are prohibited.

Conferences

Holy Ghost Lutheran School and Preschool hold parent-teacher conferences in the fall and spring.

- Fall conferences
    - Classes for 3- and 4-year-olds will have scheduled conferences between parents and teachers at the end of the first quarter of the school year. During this conference, any concerns or additional support will be discussed.
- Spring re-evaluation
    - At the end of the third quarter of the school year, the teacher will reevaluate your child's skills and abilities. A complete assessment and evaluation form will be sent home. Any concerns you may have for the following school year may be addressed at this time. The teacher and staff at Holy Ghost will do their best to provide information regarding these concerns.

Behavior Management and Discipline

One of the goals of the Holy Ghost Lutheran Preschool program is to provide children with opportunities to express their feelings in appropriate ways and to solve social problems constructively. Children are given guidance on how to accept and express their feelings verbally. Our goal is to prevent unacceptable behavior from occurring by setting limits, guiding actions, redirecting children's actions, and using conflict resolution steps before a major conflict occurs. We intend to curb the behavior without compromising the spirit of the student, and to foster respect for one another.

Communication

We strive to keep you informed about the events at our school and in our classroom.

- Paper communication
    - Your child's teacher will send home frequent newsletters, notes, and reminders
- Technology communication
    - Holy Ghost Lutheran School and Preschool will send weekly school newsletters out via email, along with any announcements, reminders, or special notes.
    - Be sure to check out the website holyghostmonroe.org and the Facebook page, Holy Ghost Lutheran Church and School" for news, updates, and information.

Parental Involvement

- Holy Ghost requires parents of students in preschool to be committed not only to their children, but also to the school. Each family is required to complete a minimum of 15 service hours. Fulfillment of these hours is a condition of enrollment.
- Sign up sheets for some service opportunities will be distributed at the August Back-to-School Night. Additional opportunities will be advertised throughout the school year and summer. Each family is encouraged to volunteer at a minimum of three Lenten Fish Dinners. These volunteer hours will count toward your family's required service hours.
- All required service hours must be completed and reported by the last calendar day of the school year. A fee of $35.00 per hour will be assessed for any hours not completed by that deadline. All assessed fees must be paid by June 30 to avoid additional late fees or penalties.
- All parents are welcome to attend PTL (Parent-Teacher League) meetings. The Holy Ghost PTL holds several meetings throughout the school year. Special activities, events, and fundraising opportunities are discussed during these meetings. Becoming involved with the PTL is a great way to stay connected to your child's' school and teacher!
- Throughout the school year, there will be opportunities to support your child's classroom and the Holy Ghost Lutheran School through different fundraising events.

Class Schedule

Morning:

8:30-8:45- Centers during the arrival process

8:45-9:00- Prayer, Pledges, Calendar

9:00-9:30- Table activities:

- Counting, patterns, sorting, dominoes, letters, pencil work, pencil holding (First Semester)
- Writing letters/numbers, connect the dots, coloring in lines, letter sounds, workbooks, name writing (Second Semester)

9:30-9:45- Bathroom Break, snack

9:45-10:00- Centers: blocks, puzzles, books, trains, dollhouse, cooking, workbench, cutting paper, corn bin

10:00-10:20- Recess/Gym (Weather dependent)

10:20-11:05- Tablework/Story

11:05-11:30- Lunch, Bathroom break

11:30-11:45- Book time

11:45-12:00- Bathroom, nap gear, lay down

Afternoon:

12:00-2:00- Nap time

2:00-2:30- Store nap gear, bathroom, snack

2:30-3:15- Tablework: playdough, centers, coloring, worksheets, story, movement/singing, recess

3:15-3:25- Countdown, sing, pack up, dismissal

This schedule is the basic schedule. Adjustments are made based on other activities that are scheduled for the whole school, such as chapel and special events. Additional adjustments during periods of high sickness, temperature fluctuations, etc, may be necessary.