

Preschool Handbook 2020-2021

Teaching Jesus' Love...
Lessons for this life...
Faith for the life to come!

Cross of Christ Preschool
11655 W. McMillan Road
Boise, ID 83713
(208) 375-3992
www.cocidaho.org

**Cross of Christ
Evangelical Lutheran Church
(WELS)**

Pastor John Steinbrenner
Pastor Matt Zimpelmann
Pastor Kurt Wetzel
Pastor Brad Snyder

We invite you to come
and worship with us.

Sunday Schedule

Worship Service	8:30 am
Sunday School	9:45 am
Adult Bible Class	9:45 am
Worship Service	11:00 am

Monday Schedule

Worship Service	6:30 pm
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A Message From Our Pastor...

We are proud to make **Cross of Christ Preschool** available to the families of our community. As an important arm of our church, Cross of Christ Preschool was established to further our mission of training young children in their spiritual, intellectual, physical, social and emotional development. Much more than a day-care, our trained staff will teach the children basic concepts that will prepare them well for their kindergarten and elementary school years. Much more than a school for the mind, our trained staff will also instruct the children from a Christian perspective so that every child's heart is touched. We want all of the children to see themselves as unique and special gifts from God who are to be treated with love and respect. We want all of the children to know and cherish how much Jesus loves them. As we educate the mind and heart, we consider ourselves partners with parents during this important time in each child's life.

So, whether teaching basic shapes and colors, sharing basic Bible stories or fostering social interaction – our dedicated staff will assist all children to grow in a stimulating environment which is conducive to learning. Each child will be dealt with in a gentle, loving and respectful way. As such, Cross of Christ Preschool looks forward to growing with you and your child in:

***“Teaching Jesus’ love...
lessons for this life... faith for the life to come!”***

Pastor John Steinbrenner

Our Mission

To teach children about the wonderful blessing of being God's children through faith in Jesus Christ. This will be accomplished by using God's law to show children their need for a Savior, and God's gospel to show children that Jesus is their Savior.



Curriculum

Our curriculum provides the student with age appropriate activities and experiences in the following areas:

- Daily Bible Stories
- Math
- Community Awareness
- Science
- Language Arts
- Arts and Crafts
- Memorization
- Creative Play
- Fine and Gross Motor Skills
- Social Development
- Music and Movement
- Basic Classroom Skills
- Indoor and Outdoor Play
- Basic Kindergarten Readiness
- "Handwriting Without Tears"
- Zoophonics

Our classes are taught by a certified teacher in a loving Christ centered environment. Our teacher is assisted by a full-time classroom aide in all sessions.

Every effort will be made for the teacher to visit with the child in his/her home environment prior to the beginning of the school year. This will aid the teacher to establish a rapport with both the child and the parents under comfortable and familiar surroundings.

Preschool Ready?

Because very young children develop at such different rates, there isn't a checklist of must-have skills kids need in order to start preschool. But there are some areas you can look at to see if your child is ready for group learning.

P: Potty Trained

We do require that all students entering preschool to be daytime toilet-trained and can use the bathroom by themselves.

I: Independent

Kids ages 3 and 4 aren't expected to do everything on their own or to solve problems all by themselves, but a little independence is key. They'll also be expected to work and play with other kids for a short period of time without needing constant redirection from an adult.

E: Expressive

Being able to communicate in a way that an unfamiliar adult can understand is important. Your child may not be able to follow directions that have many steps, but understanding basic words and directional phrases like "sit down" and "follow me" is important. Students will be asked to participate in discussions in various situations.

C: Concentration

Preschoolers need to be able to follow directions most of the time and to focus on tasks without getting overly distracted.

E: Emotionally Ready

A child who is emotionally ready is more eager to go to school and wants to make friends. She might not have the skills to make friends yet, but wanting to make them is a good start.

S: Stamina

Children need a lot of physical and mental energy for preschool. Kids who aren't used to following a routine and being actively engaged can have a harder time adjusting to preschool.

Registration Requirements

Registration requirements are as follows:

- The child is three or four years old on or before September 1st of the current enrollment year for the appropriate class.
- You have verified that your child is preschool ready as described previously on page 7 in the Handbook.
- Completion of all forms.
- Copy of current and up to date immunization records, including child's date of birth. Please refer to our Immunization Policy on page 16 of this Handbook for additional information regarding immunizations.
- Registration fee paid in full

Your registration form will be processed and you will be notified in a timely manner. The registration fee is non-refundable unless the student is withdrawn from class prior to August 1.

A review of satisfactory placement shall be made during the first month of classes.

Non-Discriminatory Policy

Cross of Christ Preschool admits students of any race, color, national, religious and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national, religious and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Tuition Payment Policy

Students enrolled at Cross of Christ Preschool are charged a tuition amount established annually by Cross of Christ church council. There are several payment options you may choose: monthly, annually (5% discount on tuition if full year's payment is paid by the first day of school), or special arrangements made with the Educational Councilman at Cross of Christ. Concurrent two-child discount: first child—full tuition, each additional child—15% off each month's lower tuition.

A student shall remain in enrollment with current tuition payments. Tuition for late enrollees will be prorated for the month.

If a child is asked to withdraw from school for behavioral problems, prorated tuition for that month will be refunded. In the event a parent withdraws a child from school, the parent must give a 30 day written notice to apply the prepaid last months tuition. There will not be a tuition refund for the current month. If full year's tuition is paid, a refund will be issued for the following month through May.

Tuition envelopes will be sent home each month and should be returned to the preschool classroom.

Checks or money orders should be made payable to Cross of Christ Preschool. Cash payments will not be accepted. There is a \$20.00 return check fee. We are licensed with the City of Boise; however, we are NOT certified to accept ICCP payments. The registration fee is non-refundable unless the student withdraws prior to August 1st. In case of extended absences, tuition must be kept current in order to keep the student's name on the roster.

First and Last Month's Tuition Policy

For families choosing the monthly tuition payment option, payment for the first and last month's tuition **must** be paid on or before September 1st. For students enrolling after September 1st, current tuition and last month's tuition is due prior to starting school. Payment for the last month's tuition will be held as a credit throughout the school year and applied on May 1st.

Early Withdrawal Policy

In the event that a parent withdraws a child from school prior to May, the last month's tuition will be applied to the last month of the child's attendance. Thirty (30) day written notice is needed to apply the tuition for the last month of enrollment. If thirty (30) day written notice is not given, the tuition may not be refunded. For families who have selected to pay in full, the reimbursable amount will be processed and mailed within thirty (30) days.

Delinquency Policy

Cross of Christ Preschool will adhere to the following steps in dealing with delinquent tuition payments:

1. If payment is not made by the 10th of the month, the parents will be contacted regarding the late tuition payment.
2. If payment has not been made by the 20th of the month, an invoice will be mailed reminding the parents the tuition is past due and a \$10 late fee will be assessed.
3. If at the end of the month no payment is received, a written letter from Cross of Christ's education councilman, will be mailed to the parents advising them that tuition is overdue. If the payment is not received within seven (7) days, the Preschool will no longer accept the student, and the last month's tuition will be applied to close the account with a zero balance.

Cross of Christ Preschool does not wish to turn away a student due to tuition issues. Parents can avoid the above steps by making their needs known to the education councilman.

Attendance

Please notify the teacher when your child will be absent at the Preschool phone number (375-3992). Leave a message on the machine if there is no answer. Parents should report to the teacher or the education councilman if an extended absence occurs. This allows the school to know the intent of the parents to keep the child enrolled as a student.

Illness Policy

A Safe and Healthy Environment is important for all children. This illness policy is designed to decrease disease transmission and protect the health of your child, the other children and the staff.

- o Hand washing will be done several times a day including: when staff/children arrive at child care, before eating, after toileting, before food preparation, after handling pets, after wiping noses and cleaning up spills, etc.
- o The environment and equipment will be cleaned on a routine basis as needed.
- o If the child should become ill while attending Cross of Christ Preschool, the child's parent/guardian will be notified immediately.
- o Any ill child will be separated from the other children and be made as comfortable as possible until parent/guardian arrives.
- o Cross of Christ Preschool Staff shall record the child affected, the date and time of illness, a description of the symptoms, who was notified and their response.
- o The Cross of Christ Preschool Staff will make the final decision about continued care for the ill child based on:

1. Exclusion List (some diseases require exclusions – see list).
 2. Provider's ability to adequately care for the ill child and the rest of the children.
 3. The ill child's ability to participate in routine activities.
 4. Increased risk to disease transmission.
- Parent/Guardian will be notified to pick up the ill child within a specified time frame.
 - It is important to plan ahead for sick child days and either be able to leave work or have a back-up plan, such as a relative or friend who can care for the child.
 - Please do not bring your child to class if he/she has had diarrhea, vomiting, and/or a fever (101 degrees oral, 102 degrees rectal, 100 degrees axillary (armpit)) accompanied by behavior changes or other signs/symptoms of illness within a 24 hour period.
 - Please notify the Cross of Christ Preschool Staff if your child is diagnosed with or exposed to an infectious disease.
 - You will be notified if a child or family member attending Cross of Christ Preschool has been diagnosed with an infectious disease. Information about the disease will be provided when possible. Health Department guidelines will be followed.
 - Proof of up-to-date immunizations are required to be on file before the child starts attendance.

Immunization Policy

- Idaho State Law (Idaho Code 39-1118) requires licensed child care providers to keep immunization records on file for all children ages 4 months to 12 years, including provider's own children.
- Immunization records must include name of child, date of birth, and the day, month, and year of each immunization the child received.
- Immunization records must be provided before child starts attendance at Cross of Christ Pre-school.
- Children with immunizations missing, incomplete, or not up to date will be excluded from Cross of Christ Preschool until documentation of current immunizations is provided.
- Parents are responsible for providing current documentation each time the child completes a series.

EXEMPTIONS

- No exemptions. All children must be fully immunized to attend Cross of Christ Preschool.



CROSS OF CHRIST

LUTHERAN

Preschool

School Year Closings

Our school year runs from Labor Day through the end of May with school vacations running in accordance with the West Ada School District. The Preschool will remain open on West Ada School District "In-Service" and early release days. School will also be closed the week of Thanksgiving.

A school year calendar will be provided by the teacher.

In cases of inclement weather, we will follow West Ada School District for closing. This closure will not be made up if only one class period is canceled. In the event of additional closures, a make-up class may be considered on an "as needed" basis.

In the event of an emergency closing, parents will be contacted via a calling chain.

Transportation

The transportation of the child to and from school is the sole responsibility of the parent. Written permission from the parent is necessary for any other person to pick up the child; this includes carpooling.

There will be a sign-in and sign-out book available near the entrance to note any changes in transportation arrangements. Any change is important and must be noted.

Drop-off and Pick-up

For the safety and welfare of our students and staff, the church doors will be closed during school hours. Doors will be opened 15 minutes prior to the start/end of class and remain open 15 minutes after class has begun/ended. We kindly ask that you do not drop-off your child earlier than 10 minutes before class. If you need to access the building during the day, please utilize the west entrance.

At drop-off, sign your child in, hang up their tote bag/coat, and take your child to the restroom before coming to the classroom. Please wait until a teacher has acknowledged your child's presence before leaving.

Please pick-up your child promptly at the end of class. At pick-up, sign your child out and check his/her cubby for artwork and important information.

If you need to bring other children with you to pick-up your child, please closely monitor their behavior, regardless of age. Preschool instruction is ongoing until the end of class and hallway antics can be very disruptive.

Even though our church building is locked during class times, to further ensure the safety of your child, the classroom doors are locked. If there is a need to come to the classroom during class time, please do check in with the front office.

Drop-off and Pick-up Continued

Your child will be allowed to leave only with a parent/guardian or those individuals listed on the Registration Form. If an adult arrives to pick up a child, but is not known personally by the teacher, the adult will be asked to provide photo identification—even if the adult is on the authorization list in the office.

After school care is not provided. We kindly ask that parents be prompt in picking up their child. We do understand that unforeseen circumstances can happen and we are more than willing to work around those limited and unique situations. Please contact the office as soon as possible in the event that a child may need to be picked up late. If a child is consistently being picked up late, a \$10.00 charge may be imposed every 15 minutes a child is left beyond the end of the session. For example, a child left for one hour past the end of class would result in a \$40.00 charge. Any charges imposed under this provision will be payable at the same time or before the next tuition payment, but no later than 30 days after the charges were accrued. Failure to pay fees are described in the “Delinquent Tuition Policy” section.

Discipline Policy

Discipline is based on an understanding of the child's needs and stages of development. Discipline and guidance are designed to help the child develop self-control, acceptable behavior, and respect for the rights of others. Discipline is fair, reasonable, consistent, and related to the child's behavior.

Students will be disciplined with respect. Redirection, conferencing with the child, natural consequences, and "time out" periods will be used. You will be notified of any disciplinary problems. Discipline of a student will not be severe, humiliating, or frightening. It will not be associated with food, rest, or toileting.

A child may be asked not to return to the group when one or more of the following conditions are continually observed:

1. A child's conduct hurts or endangers another child/children.
2. There is deliberate destruction of property.
3. A child's behavior is unruly, disruptive, prevents other children from participating in the class activities, or causes an undesirable atmosphere in the room.
4. A child consistently requires more of the teacher or teacher's aide time than our teacher/child ratio allows.

Clothing

Carefully label all clothing (jackets, hats, gloves, sweaters, etc.) and other items sent from home. Show your child where each item is labeled.

Preschool is a time for learning through play with many hands-on experiences. We do many messy things in preschool. *Please make sure your child is wearing suitable clothing.*

We will play outside, weather permitting. Be sure your child is dressed appropriately for the weather. Shoes must be appropriate for running and jumping. Many tears and skinned knees can be prevented by wearing *sport shoes* instead of dress-up shoes.

Tote Bags

Each child will be provided with a tote bag upon initial enrollment in Cross of Christ Preschool. Please refrain from sending a backpack to school with your child.

Snack Policy

The children will be provided with a healthy snack every day. Parents are asked to supply snacks for the class. This will occur several times during the school year.

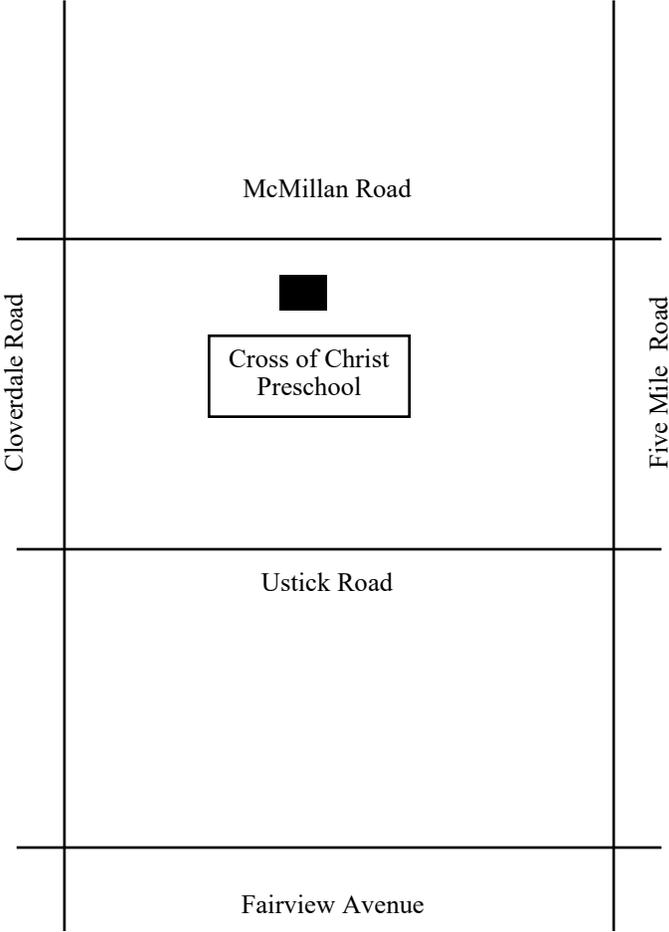
The snacks need to be commercially prepared and in unopened packages. Snacks need to be nutritious and low in sugar. Home-made treats are not allowed and will not be distributed to the students. Special commercially prepared treats on birthdays or “half birthdays” are allowed, but please coordinate with the classroom teacher.

Your child's teacher will provide more information once the school year begins..

Field Trips

There will be several field trips during the school year. Field trip costs are not included in the tuition payments. Information on each field trip will be provided by the teacher.

**Directions to
Cross of Christ Preschool**
11655 W. McMillan Road
Boise, ID 83713



Statement of Belief

Cross of Christ Preschool is an outreach mission of Cross of Christ Church. We are a congregation of the Wisconsin Evangelical Lutheran Synod (WELS). We do not claim to be the only saving church, but we do endeavor to preserve and to pass on the truth as it is found in the Bible. Therefore, among other things, we believe, teach and confess:

- God created mankind and He is to determine how we should live (Gen. 1 and 2);
- God is Triune, three persons but one God, a fact beyond all human understanding (1 Cor. 8:4; Mt. 28:19);
- We have utterly failed to be what God wants and requires of us and therefore He has every right to punish us for our sins and failures (Rom. 3:10-11; 6:23);
- Although many people try to gain favor with God by their "good" lives and "good" works, God has made it clear that no one will get to heaven by their own accomplishments (Prov. 16:25; Gal. 2:16; Jam. 2:10; Rom. 3:20);
- God is merciful and therefore has sent His Son, Jesus Christ, to save us – not by telling us what to do – but by actually doing it for us (Heb. 7:26-27; Gal. 2:16; 2 Cor. 5:21);
- Jesus is both true God and true man in one person (Jn. 1:1-2, 14);
- When Jesus died, He paid the full price for the salvation of the world (1 Jn. 2:2);
- Jesus rose from the dead, a fact that assures us of both His divinity and our salvation (Rom. 1:4; Jn. 11:25-26);
- God gives us the benefits of Jesus' life and death through faith (Rm. 3:28);
- The Holy Spirit works faith through the Word of God and the Sacraments of Baptism and the Lord's Supper (Rm. 10:17; 1 Pet. 3:21; Mt. 26:28)
- Out of love and gratitude to God for saving us, and to give him honor and praise, we want to live God-pleasing lives (Titus 2:14; Psalm 100).

Fee Schedule for 2020-2021

3 Year Old Class

Tuesday/Thursday
9:00 - 11:30 am
Limited to 12 students

Registration Fee *	\$100
Monthly Tuition (September—May)	\$130
Full Payment (Paid before September 3)	\$1112
Full Payment (Paid after September 3)	\$1170

4 Year Old Class

Monday/Wednesday/Friday
9:00 - 11:30 am
Limited to 16 students

Registration Fee *	\$100
Monthly Tuition (September—May)	\$185
Full Payment (Paid before September 3)	\$1,582
Full Payment (Paid after September 3)	\$1,665

Combo Class (3, 4 & 5 Year Old Class)

Monday/Wednesday/Friday
1:00 - 3:30 pm
Limited to 16 students

Registration Fee *	\$100
Monthly Tuition (September—May)	\$185
Full Payment (Paid before September 3)	\$1,582
Full Payment (Paid after September 3)	\$1,665

- Registration Fee is non-refundable unless the student withdraws prior to August 31.

Where any Cross of Christ Preschool policies listed in this handbook conflict with the following amended policies related to COVID-19, the following amended policies will take precedence.

School Year 2020-2021



Back to School Plan for 2020-2021

This is an unprecedented time in education as schools across the country learn how to operate during the pandemic. Cross of Christ Preschool highly values the safety and wellbeing of our students, their families and our staff. As we prepare to reopen for another school year, we are making sure we do so with the appropriate health and safety measures in place. We are following guidance from our federal, state, and local health officials. The amended and new policies and procedures stated in this document are to enhance and reinforce the health and safety measures we adhere to as a licensed preschool.

These new practices and policies may be reviewed, updated, modified or amended based on current events within our community for the health and safety of students, families, and our staff. Any changes will be communicated in a timely manner to all preschool families.

General Safety Precautions & Preventative Measures

- All staff will be trained on the importance of watching for symptoms.
- Students and staff with symptoms are urged to stay home.
- Symptoms may include, dry cough, sore throat, headache, congestion or runny nose, fatigue, new loss of taste or smell, difficulty breathing, fever, muscle or body aches, nausea or vomiting, and diarrhea
- Staff will conduct a temperature check for each student upon drop off. Students with a temperature of 100.4 or above will be asked to return home. (please refer to amended illness policy).
- All staff and students will be trained on proper hand hygiene.
- All staff and students will be trained on precautions and preventative measures suggested by the CDC.
- Frequent hand washing/hand sanitizing is of utmost importance in reducing the spread of COVID.
- Cross of Christ staff will be in compliance with mask/face shield requirements and recommendations of local government and health department. Visitors to Cross of Christ will be asked to comply with these same recommendations.
- Increased cleaning, disinfecting and sanitation of classroom areas, supplies, learning centers, play equipment, etc. will be conducted daily.
- Arrangement of classroom to account for physical distancing as needed.
- Limit the use of shared materials and spaces.
- Parents may not enter the classroom unless by appointment.
- Only Cross of Christ personnel who have a role in the daily operations of preschool will be allowed in the classroom during school hours.

Drop Off and Pick Up

- All drop off and picks ups will take place at the west side entrance.
- Doors will open 10-15 minutes prior to start and end times.
- Parents or caregivers of the student may enter the lobby entrance if they feel comfortable to do so. We ask that only those needing to enter the building be present during drop off and pick up times. Please feel free to interact while using social distancing guidelines. All parents or caregivers will be required to wear a mask as directed by Ada County mandate.
- Parents or caregivers who do not feel comfortable or have other children with them, can contact the office for drive thru drop off and pick up.
- All persons entering the building will be asked to use the hand sanitizing station.
- All students will have their temperature taken prior to entering the classroom.
- Parents will continue to sign in and sign out their child at the check in station. At this time, only staff and students will be allowed in the classroom.

Illness Policy

The safety and wellbeing of all staff, children, and the families at Cross of Christ continue to be of utmost importance to us. We are committed to taking all precautions toward keeping students and staff safe and healthy, including during the current time of the Covid-19 outbreak.

Children will be monitored for signs or symptoms of Covid-19 daily.

Children will be asked to stay home or return home if any of the following applies:

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours.
- Have come in contact with others who have COVID-19. Please contact the school if this is the case.

To prevent the spread of COVID-19:

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home.
- Children who develop signs/symptoms of COVID-19 while at Cross of Christ will be immediately separated from others and a member of the staff will contact the family member and/or emergency contact to pick the child up.
- Please let us know if your contact information has changed so we can keep your child's file up to date. This is especially important for all contact and emergency contact information.
- We encourage families to practice frequent hand washing and preventive measures as suggested by the CDC.

If an enrolled child or employee tests positive for COVID-19:

- Central District Health will be contacted. The school will follow their guidance for next steps.
- Cross of Christ Preschool will post and notify families of any confirmed staff or child cases of COVID-19.

Returning to preschool after suspected COVID-19 symptoms:

If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to preschool if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to school no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of school for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
 - If they had a fever: 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms (e.g. cough, shortness of breath).
 - If they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath).

Thank you for the taking the time to review our back to school plan for the 2020-2021 school year. We appreciate your flexibility and patience as we continue to work through this together. At this time, Cross of Christ will not be providing a remote learning option. Students enrolled at Cross of Christ will be provided with in person education only. We will promptly communicate with families with additional plans if this changes due to guidance from local and state officials. Cross of Christ Preschool is dedicated to creating a safe and healthy program for your child this school year.



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