



Preschool Handbook

2022-2023

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)

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Christian Life Pastor

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Mission Pastor

Pastor John Steinbrenner – john.steinbrenner@cocidaho.org

Pacific Northwest District President, Pastor

We invite you to come
and worship with us.

Boise Campus

Worship Service, Saturdays at 6:30pm

Worship Services, Sundays at 8:30 & 11:00am

Adult Bible Class & Kids' Sunday School, Sundays at 9:45am

North Nampa Campus

Family Bible Study, Sundays at 8:45am

Worship Service, Sundays at 9:30am

Cross of Christ Preschool

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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 daycare, 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.

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).

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 teacher/pastor or an office administrator.

Attendance

Please notify the teacher when your child will be absent at the Preschool phone number (208-375-3992). Leave a message on the machine if there is no answer.

Parents should report to the teacher or the office administrator 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.

- 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.
- The environment and equipment will be cleaned on a routine basis as needed.
- If the child should be come ill while attending Cross of Christ Preschool, the child's parent/guardian will be notified immediately.
- Any ill child will be separated from the other children and be made as comfortable as possible until parent/guardian arrives.
- 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.
- 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 the office for a copy of the exclusion 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.

Illness Policy Continued

- 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 childcare 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 Preschool.
- 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

- All children must be fully immunized or in the process of receiving state required immunizations prior to attending Cross of Christ Preschool, except for exemptions provide by law (Idaho Statute 39-4802).

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 as we keep the doors locked for preschoolers' safety, but have a buzz-in doorbell.

At drop-off, sign your child in and a teacher will meet you child and bring them into the classroom.

Please pick-up your child promptly at the end of class. Children will be dismissed into the lobby. At pick-up, sign your child out.

If you need to bring other children with you to pick-up your child, please closely monitor their behavior, regardless of age.

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.

Field Trips

There will be occasional 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. Transportation will be provided by parents.

A Typical Day

9:00 - 9:30am:	Arrival/Drop-Off + Play Time
9:30 - 10:00am:	Circle Time
10:00 - 10:30am:	Table Work
10:30 - 11:00am:	Play Time
11:00 - 11:30pm:	Bathroom Break + Snack
11:30am - 12:00pm:	Play Time Outside or in Gym
12:00pm:	Half Day Parent Pick Up
12:15 - 12:45pm:	Lunch + Story Time
12:45 - 1:45pm:	Rest Time
1:45 - 2:15pm:	Snack and Table Toys
2:15 - 2:45pm:	Music + Story Time
2:45 - 3:30pm:	Play Time Outside or in Gym

Snack Policy

Morning Half Day Class

Parents are asked to supply healthy snacks for the class according to a class schedule. 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.

All Day Class

Parents are asked to supply healthy snacks for the class according to a class schedule. 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.

Afternoon snack and lunch will be the parents’ responsibility as Cross of Christ does not offer a hot lunch program.

Fee Schedule for 2022-2023

Class Schedule and Tuition Information

Preschool families may choose any combination of full or half day classes, with a (2) minimum. Please note your class choices below from the schedule provided.

All **full** day classes begin at 9:00 AM and end at 3:30 PM

All **morning** classes begin at 9:00 AM and end at 12:00 PM

All **afternoon** classes begin at 12:30 PM and end at 3:30 PM*

No. of classes attending	Full Day	Half Day
2	\$277 per mo. \$2312 per yr. (\$2434 after 9/1)	\$149 per mo. \$1231 per yr. (\$1296 after 9/1)
3	\$389 per mo. \$3264 per yr. (\$3437 after 9/1)	\$210 per mo. \$1752 per yr. (\$1845 after 9/1)
4	\$485 per mo. \$4080 per yr. (\$4296 after 9/1)	\$261 per mo. \$2176 per yr. (\$2291 after 9/1)
5	\$565 per mo. \$4760 per yr. (\$5012 after 9/1)	\$305 per mo. \$2550 per yr. (\$2685 after 9/1)

**A “rest time” provided for FULL day students during the afternoon session.*

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