

# Parent Handbook

**2020-2021**

**Our Saviour Lutheran Preschool and Kindergarten**

**7151 W. Cornelia Chicago, IL 60634**

**773-736-1157**

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**Welcome to Our Saviour Lutheran School's  
Preschool & Kindergarten!**

We are very pleased that you have chosen to send your child to Our Saviour Lutheran School. We hope to make his or her first school experience fun and exciting.

This handbook is written to explain the philosophies, goals, and objectives of our Kindergarten and Preschool programs. We hope that it will also answer some of the questions you might have concerning the basic operations of our program. The following information pertains only to Our Saviour Lutheran Kindergarten and Preschool and will act as your guide throughout the school year. Please read it carefully and keep it handy in case any questions should arise.

### **Philosophy**

Our Saviour Lutheran School is a Christ-Centered learning environment where forgiveness is treasured, practiced and taught. In partnership with parents, Our Saviour emphasizes Christian values, stimulates Christian living, and promotes academic growth in response to God's love and power. It is the philosophy of Our Saviour Lutheran School to provide children with a variety of experiences that will allow them to learn more about themselves, others around them, and the world in which they live.

Our early childhood program is based on the fact that children will learn more through hands-on activities: by doing rather than watching. In an environment where this opportunity is available, children will explore, imagine, discover, gain a healthy self-concept, develop healthy self-esteem, learn to listen and cooperate with others, and develop social skills.

We offer children a wide variety of materials and activities that are developmentally age appropriate. We allow children the freedom to choose structured and unstructured activities that interest them, as well as opportunities to interact with their peers. The children are also given teacher guided activities that allow for structure throughout the day. We believe that when children experience a safe, creative and comfortable environment, they will be eager to play and learn.

### **Goals and Objectives**

#### **A. To allow children to develop socially, emotionally, and physically through play, by providing creative and imaginative experiences**

##### Objectives:

1. To provide a variety of creative and imaginative experiences for the child to choose from
2. To provide an opportunity to play in groups as well as individually
3. To provide a comfortable routine
4. To provide a balance between quiet and active time

**B. To acclimate the early child to formal Christian philosophy**

Objectives:

1. To provide a formal atmosphere in which the child can feel the presence of a loving, friendly God in their daily lives
2. To continually become aware of the fact that he/she is a child of God and will grow in the Creator's love

**C. To encourage positive feelings and attitudes towards learning**

Objectives:

1. To provide successful learning experiences
2. To allow the freedom to experiment, explore, and discover
3. To accept the child as the individual he or she is

**D. To support the development of a healthy self-concept**

Objectives:

1. To communicate with the child on his or her level
2. To allow the child to seek out answers to questions and problems
3. To help the child express feelings and emotions in an acceptable manner

**Beginnings**

The beginning of the year is an exciting time for all of us. In order to make the transition from home to school as easy and anxiety free as possible, the following are policies of Our Saviour Lutheran School.

A child entering preschool must be three or four years of age on or before September 1st of the present school year. All Kindergarten children must be five years old on or before September 1<sup>st</sup> of the present school year. In order for a child to be accepted into the school program, he/she must be toilet trained. "Pull-Ups" and diapers are not acceptable at any point, If your child is not trained by the time school begins, this is a good sign that he/she may not be ready to be in a school setting.

**The First Days of School**

First time separations can be exciting as well as frightening. It can be a difficult time for the child and parent. We encourage you to visit the classroom before the beginning of the school year with your child. We also invite all of our families to our Summer Meet and Greets and our Open House in August. This will give your child opportunities to become comfortable in our classrooms and look forward to coming back to school. On the first day of school, we believe that a loving good-bye from you is best. Set your child at ease by telling him/her that you are

leaving and will be back soon. Try not to be too concerned if your child cries. This is a normal reaction. We feel very confident in our ability to deal with tears and fears.

Please discourage your child from bringing toys, dolls, and stuffed animals to school. Things get lost or broken. We have plenty of toys to keep the children occupied while they are at school.

### **Absentees**

If you know that your child is going to be absent, please tell the teacher. If your child gets sick, call the school at 773-736-1157 before 9:00 a.m. and tell us of your child's absence.

Here, at Our Saviour Lutheran School, we care a lot about your child. Any child in attendance who becomes ill, or who is suspected of illness, will be made comfortable and the parent or guardian shall be notified immediately. We ask that you keep us up-to-date with emergency phone numbers. A form will be provided to you for this purpose. If both parents are unavailable; we will then begin to contact the list of emergency names and numbers you have left on file with us.

Your child must be fully recovered from any illness before coming back to school. We ask that you show your child how to wipe their noses, cover their coughs and sneezes, and wash their hands thoroughly. These self-help skills will also be reinforced in school. If your child has a contagious illness, he/she must either stay home from school until he/she is no longer contagious or be on an antibiotic for at least 24 hours before returning to school.

### **Arrival and Dismissal**

Morning classes begin promptly at 9:00 AM. You may drop your child off between 8:50 and 9:00 AM. The Kindergarten and Preschool children will be dismissed from the front door at the end of class(12 noon or 3:00). **Please wait for your child outside of school.**

If your child will be going home with anyone other than you, we **MUST** be given a note including the date, the full name of the person picking up your child, and your signature. Our staff will refuse to release your child to any person, related or unrelated to the child, who has not been authorized by the parent to take the child. There are absolutely no exceptions to this rule.

### **Our Saviour Lutheran School Extended Care Program**

Extended care is available every morning before class and in the afternoons for a reasonable fee.

Session A	7:00 a.m.-9:00 a.m. on all school days
Session B	3:00 p.m.-6:00 p.m. on all school days

The cost for the Extended Care Program is \$7.00 per hour for one child and \$10.00 per hour for two children in the same family. We will keep track of the time each child spends in extended care. You will be asked to sign your child in and out of the Extended Care Program. You will be charged monthly for our care. Please note that our Extended Care Program closes at 6:00 p.m. A late fee of \$1.00 per minute will be added to your bill after that time. The children in our Extended Care Program will enjoy opportunities for free play, group games, gym time, stories and movies, snacks, and art activities. We will meet in a classroom, but at times will use the school gym.

### Clothing

To avoid accidents that can stain good clothing during school, we ask that you dress your child in play clothes and casual shoes. Please remember, it is important that your child can manipulate whatever you dress him/her in independently. Items like belts and overalls can be very difficult to maneuver for children this age. If you choose to send your child in such items, please practice at home so that he/she can successfully operate them.

Your child will be asked to keep an extra set of clothing at school for emergencies. If for some reason your child comes home wearing the extra set of clothing, we will send home the soiled items in his/her back pack. Please wash the spare clothing and return it to school as soon as possible so that they may be used again if needed.

Please label your child's outerwear. During the winter months the children will be wearing extra items such as hats, gloves, boots, and scarves. Please be sure that all items are labeled (especially boots) so that your child can identify them if necessary. Also, help your child practice manipulating such items so that they can dress independently. NOTE: Snow pants are not necessary unless a note comes home stating that there will be an outdoor playtime in the snow.

**Please send your child with gym shoes every day for gym time.** You can either send your child in gym shoes or send gym shoes in your child's school bag. If you want to buy a pair of shoes just for school, write your child's name on them and we'll keep them in our room for gym time. For safety reasons, please do not send your child to school in flip-flops or any other kind of sandals.

### School Supplies

Every child will need to bring a few supplies on the first day of school:

- a backpack big enough to fit a folder inside of it.
- 1 two pocket folder **with your child's name on the front**
- 2 boxes of 8 large (classic colors) Crayola crayons
- 2 boxes of classic color markers
- 1 4oz bottle of Elmers glue
- 1 pack of glue sticks

-1 supply box

### **Additional Supplies on Page 6....**

#### **...Supplies continued**

-1 roll of paper towels

-1 box of tissues

-1 bottle of hand sanitizer

-1 container of disinfectant wipes (we will gladly accept and appreciate more if you hit the jackpot!)

-2 Face Masks. One to wear and one to keep at school in case of a mishap.

-1 Change of Clothing to keep at school. This should include pants, shirt, underwear, and socks. Please pack these items in a gallon size ziplock bag labeled **with your child's name**. \*We recommend that you keep a hoodie or sweatshirt inside of your child's backpack since we will try to have outdoor recess as often as possible when weather permits.

FULL DAY STUDENTS will need a lunchbox labeled with their name. An ice pack for perishable items is strongly recommended, especially on hot days.

### **Nap Time**

The preschool children will have a rest time in the afternoon. We ask that each preschool child attending afternoon classes bring a **small** pillow and blanket. These will be kept at school and laundered by the school staff on a regular basis.

### **Snack and Lunch**

During the year, we'll be handing out monthly snack calendars. Everyone will have a chance to bring a snack to share with the class. We'll try to make sure our snacks are nutritious foods. Please let us know if your child is allergic to any foods. On your child's birthday, you can send a special snack. If your child's birthday falls in the summer, you can celebrate a half birthday with us.

We ask that you pack a small lunch for your child if he/she will be attending the afternoon class or staying for the entire day. Please label your child's lunch box/bag with your child's name. These lunches will be NOT be refrigerated at this time until further notice. We can warm up food in a microwave if necessary.

### **Parent-School Communication**

There will be many opportunities for parent-school communication throughout the year. Please try to attend the Preschool Family Orientation in August. You will be introduced to the staff at this time and have an opportunity to meet the other families attending our school. We will also be completing all the paperwork for tuition and enrollment at this time. The OPEN HOUSE in September is another great opportunity to

meet the staff and find out more about the day-to-day classroom activities. Please come and bring your child. Our classroom schedule and theme calendar will be distributed at the September Open House. Your child's teacher will be available to answer any questions you may have at that time. Parent meetings, the Open House, and Parent-Teacher conferences are all opportunities to talk with our staff.

Your child will be bringing home newsletters reporting our activities and three progress report cards during the year. The class newsletter will contain information pertaining to the activities we do in the classroom each week, snack and book club information, and upcoming events. The snack calendar will be sent home on a monthly basis.

If there is ever a time when you feel concerned about your child or just want to talk with the teacher, please don't hesitate to call the teacher or make an appointment to speak with the teacher outside of teaching time.

### **Discipline**

We are a Lutheran school. Our Christianity is reflected in the way we respect others and ourselves.

Simple, understandable rules shall be established verbally with the children at the beginning of the year. These rules shall set limits of behavior required for the protection of the children in our school, as well as the staff members. We understand that children this age often forget the rules, and it is part of our job to teach them appropriate behavior while in school. However, we expect that you, as parents, will help us by expressing your support of these rules to your child. Any disciplinary act shall be developmentally age appropriate and relate to the severity of the child's act. We hope to make your child aware of the relationship between the act and the consequence.

Our best form of discipline is to keep your child busy by making good choices in class. Most inappropriate classroom behavior can be changed by redirecting your child's attention. We hope that it will never be necessary to remove your child from the rest of the group. It is our belief that removal can often help a young child regain control and become a productive member of the group again. If this is ever necessary, depending on the severity of the situation, you will be contacted so that we can discuss that behavior.

If ever a child's pattern of unacceptable behavior persists, the parent shall be notified and a plan of intervention will be decided upon. We hope that our rules will encourage self discipline, including, when appropriate, allowing the children to solve their own conflicts.

### **Classroom Rules**

1. Listen carefully.
2. Follow directions.
3. Work and play safely.
4. Be kind with words and actions.
5. Share.

**Our Saviour Lutheran Preschool**  
**YELLOW ROOM (PreK 4) DAILY SCHEDULE**

- 8:50 Doors open for arrival time
- 9:00 Free choice time  
readiness activities, art activities, classroom play,  
skill assessments, small group activities
- 10:00 Jesus Time  
songs, prayers, and a story
- 10:15 Large Muscle Gym Activities  
active listening, games, object handling and fitness
- 10:45 Bathroom and Snack Time
- 11:00 Large Group Theme Development Time  
science, holiday, language arts and social studies themes
- 11:15 Music and Rhythm Activities  
songs, rhythm instruments and creative movement
- 11:30 Math Activities  
colors, shapes, numbers and classifying
- 11:45 Language Arts Activities  
letters, sounds, listening and story skills
- 12:00 Dismissal of morning students
- 12:00 Lunch
- 12:20 Clean-up and bathroom break
- 12:30 Quiet time activities  
Music, stories, videos
- 1:00 Language Arts Hour  
Story book activities to reinforce readiness skills
- 2:00 Outdoor play or gym play
- 2:30 Free choice time  
Readiness activities, art activities, classroom play
- 3:00 Children are dismissed



**Our Saviour Lutheran Preschool**  
**BLUE ROOM (PreK 3) DAILY SCHEDULE**

8:50	Doors open for arrival time
9:00	Free choice time readiness activities, art activities, classroom play, skill assessments, small group activities
9:30	Math Activities colors, shapes, numbers and classifying Language Arts Activities letters, sounds, listening and story skills
10:00	Jesus Time songs, prayers, and a story
10:15	Bathroom and Snack Time
10:30	Large Muscle Gym Activities active listening, games, object handling and fitness
11:00	Large Group Theme Development Time science, holiday, language arts and social studies themes
11:15	Center and Table Time Activities Learning Games, art, crafts, and manipulatives
11:30	Math Activities colors, shapes, numbers and classifying Language Arts Activities letters, sounds, listening and story skills
11:45	Music and Rhythm Activities songs, rhythm instruments and creative movement
12:00	Dismissal of morning students
12:00	Lunch
12:20	Clean-up and bathroom break
12:30	Quiet time activities Music, stories, videos
1:00	Language Arts Hour Story book activities to reinforce readiness skills
2:00	Outdoor play or gym play
2:30	Free choice time Readiness activities, art activities, classroom play
3:00	Children are dismissed

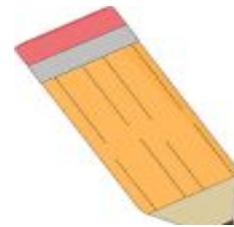
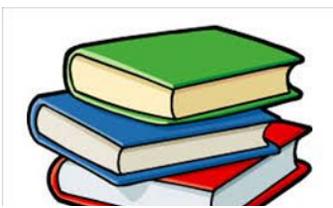


## OUR SAVIOUR LUTHERAN

## KINDERGARTEN

### Daily Schedule

- 8:45 a.m. Teacher greets arriving children,  
Children hang up backpacks and belongings,  
Children write in journals (date, picture, word or sentence to go with picture)  
Children choose a book or quiet table top activity.
- 9:00 a.m. Opening Exercises  
Pledge of Allegiance, Good morning song, Calendar,  
Weather, Counting, Songs and Fingerplays
- 9:15 a.m. Jesus Time
- 9:30 a.m. Language Arts Instruction  
Word work  
Vocabulary Development  
Phonemic Awareness and Phonics Lesson  
Guided Reading Lesson/Language Experience
- 10:15 a.m. Physical Movement activity/Sensorimotor Activities in gym
- 10:45 a.m. Snack time
- 11:00 a.m. Mathematics Instruction using manipulatives and workbook
- 11:30 a.m. Theme related Shared Reading/Read Aloud Activity,  
Comprehension Activity related to story
- 12:00 Lunch
- 12:30 p.m. Center Time (Learning Centers/ Group learning games/ART  
child and teacher's choice)
- 1:30 p.m. Science/Social Studies MWF
- 1:30 p.m. Spanish T/TH
- 1:45 p.m. Writing Workshop TWTH
- 1:45 p.m. Scholastic Magazine every Monday
- 1:45 p.m. Veggie Tale Movie every Friday
- 2:00 p.m. Recess
- 2:15 p.m. Music and Listening Activities
- 2:45 p.m. Clean up  
Prepare for dismissal  
Evaluation of the day - What did we do today?  
Word Wall Activity  
Math Story Problem
- 3:00 p.m. Dismissal



## **Our Saviour Lutheran Preschool Curriculum**

### RELIGIOUS DEVELOPMENT:

- to make the children aware of God's presence in their lives
- to share Bible stories and real life applications
- to teach the children prayers and their value
- to teach the children songs of praise
- to encourage family worship on a regular basis

### INTELLECTUAL DEVELOPMENT:

- to introduce the colors and color words
- to introduce shapes
- to classify by shape, color, or attribute
- to infer results and solutions
- to put stories and patterns in order
- to know name and name body parts
- to understand comparison concepts (small/large-wide/thin-under/over)
- to understand basic time concepts
- to become familiar with money concepts
- to develop awareness of the world around them
- to become familiar with the calendar; seasons, months, and days of week

### LANGUAGE DEVELOPMENT:

- to articulate vowels and consonants clearly
- to express thoughts fluently
- to increase vocabulary
- to tell and retell stories
- to ask questions
- to speak comfortably in a group
- to demonstrate and understand theme related sign language

### READING DEVELOPMENT:

- to recognize the main idea of a story
- to promote letter recognition
- to introduce phonetic sound recognition
- to introduce letter-sound association
- to introduce word decoding strategies
- to introduce rebus sentence structure
- to introduce sight words

-to develop awareness and use of context clues

#### MATH DEVELOPMENT:

- to practice visual comparisons
- to work with patterns
- to order objects from small to large
- to identify sets
- to count and identify numbers
- to write numerals
- to introduce addition and subtraction of small sets

#### LISTENING DEVELOPMENT:

- to encourage attending behavior
- to follow verbal instructions
- to listen and recall stories and facts

#### PHYSICAL DEVELOPMENT:

- to promote body awareness
- to enhance eye-hand coordination
- to participate in group games
- to express themselves through creative movement
- to promote agility and flexibility
- to develop large motor movements(run, jump, hop, skip, etc.)

#### SOCIAL DEVELOPMENT:

- to be an enthusiastic learner
- to show natural curiosity
- to adapt to new situations
- to be thoughtful and show respect to others
- to see relationship between people and the earth
- to see relationships between people in general

#### WORK HABIT DEVELOPMENT:

- to be cooperative
- to complete simple tasks
- to take pride in one's work
- to apply learned information and skills to new situations



## **Our Saviour Lutheran Kindergarten Curriculum**

The curriculum for Our Saviour Lutheran's Kindergarten focuses on children building strong pre-reading and word attack skills, practicing letter formation, enhancing listening, building strong communication skills, getting an introduction to basic math concepts, and acquiring an active interest in the world.

### **Language Arts**

- Recognize and write all of the letters of the alphabet in upper and lowercase forms
- Write his first and last name
- Learn sounds corresponding to vowels and consonants
- Use initial consonant sounds and sound patterns to read words (for example, f + an = fan; r + an = ran)
- Identify several sight words, including names of colors
- Recognize and use rhyming words
- Retell a story including details
- Put events of a story in order
- Write simple sentences using sight words and phonics skills

### **Listening and Communication**

- Listen attentively
- Raise hands or wait to speak
- Act on instruction and repeat spoken directions
- Engage in question-and-answer dialogue with classmates and teachers
- Work as a team on projects or problem-solving

### **Math**

- Sort and classify objects using one or more attributes
- Recognize and write numbers to 30
- Count orally by ones, five, and tens
- Name ordinal numbers first through tenth
- Add and subtract using manipulatives (Cheerios, candy, or other objects that can be picked up)

- Understand spatial relationships (top/bottom, near/far, before/behind)
- Compare quantities by estimating, weighing, and measuring
- Use graphs to gather information
- Recognize patterns and shapes
- Tell time to the nearest hour
- Count coins
- Recite the days of the week and months of the year

### Other Skills

- Art and music: Experiment with different materials and methods
- Health and physical education: Learn essentials about nutrition and functions of the body
- Social studies: Identify major religious and civic holidays and historical figures; appreciate similarities and differences across individuals, families, and traditions; understand different roles in communities
- Science: Use all senses to observe and experiment with plants and animals, weather and temperature
- Spanish: Learn numbers, colors, and sight words in Spanish
- Spiritually: Learn of Christ as their Savior, know about sin, forgiveness, love, and trust in God

### Field trips

Throughout the year, field trips will be scheduled to offer additional learning opportunities for the children. Field trips will be planned according to new guidelines for the state.

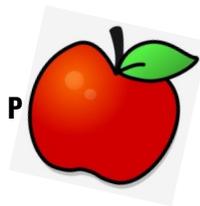
### Kindergarten Homework

Teachers may send home worksheets to reinforce lessons taught in school, books to read, or may ask children to practice printing numbers and letters. Other assignments might include experimenting, exploring, observing, or creating things at home.



## **Our Saviour Lutheran School: Calendar for 2020-2021**

**(Subject to change based on state, federal and local health guidelines in place)**



<b><u>August:</u></b>	<b>8/20/2020</b>	<b>Orientation (In-Person Learners)</b>	<b>12:00 P.M. - 2:00 P.M. OR 5:00 P.M. - 7:30 P.M.</b>
	<b>8/24/2020</b>	<b>First Day of School</b>	<b>9:00 A.M. ( or Early Care )</b>
	<b>8/28/2020</b>	<b>Orientation (Remote Learners)</b>	<b>3:30 P.M. - 5:30 P.M.</b>
	<b>8/31/2020</b>	<b>First Day of Remote Learning</b>	<b>At Home</b>
<b><u>September:</u></b>	<b>9/7/2020</b>	<b>Labor Day</b>	<b>No School</b>
	<b>9/8/2020</b>	<b>Fall Picture Day</b>	<b>9:00 A.M. - 12:00 P.M.</b>
	<b>9/15/2020</b>	<b>Back to School Night</b>	<b>6:30 P.M. - 7:30 P.M.</b>
	<b>9/27/2020</b>	<b>Children's Worship and Picnic</b>	<b>9:30 A.M.-12:00 P.M.</b>
<b><u>October:</u></b>	<b>10/9/2020</b>	<b>Walk-A-Thon</b>	<b>9:00 A.M. - 12:00 P.M.</b>
	<b>10/12/2020</b>	<b>Columbus Day</b>	<b>No School</b>
	<b>10/17/2020</b>	<b>Fall Childcare Event</b>	<b>5:00 P.M. - 8:00 P.M.</b>
	<b>10/30/2020</b>	<b>Halloween/Fall Family Night</b>	<b>5:00 P.M. - 8:00 P.M.</b>
<b><u>November:</u></b>	<b>11/11/2020</b>	<b>Parent Teacher Conferences</b>	<b>No School</b>
	<b>11/13/2020</b>	<b>Lotsa Pasta</b>	<b>6:00 P.M. - 8:00 P.M.</b>
	<b>11/25/2020 - 11/27/2020</b>	<b>Thanksgiving Break</b>	<b>No School</b>
<b><u>December:</u></b>	<b>12/12/2020</b>	<b>Christmas Childcare Event</b>	<b>10:00 A.M. - 2:00 P.M.</b>
	<b>12/16/2020</b>	<b>Christmas Lunch for Seniors</b>	<b>11:00 A.M. - 12:00 P.M.</b>
	<b>12/18/2020</b>	<b>Christmas Sing-A-Long</b>	<b>7:00 P.M. - 8:00 P.M.</b>
	<b>12/20/2020</b>	<b>Children's Worship Service</b>	<b>9:30 A.M. - 10:30 A.M.</b>
	<b>12/19/2020 - 1/4/2021</b>	<b>Christmas Break</b>	<b>No School</b>
<b><u>January:</u></b>	<b>1/18/2021</b>	<b>Martin Luther King, Jr. Day</b>	<b>No School</b>
	<b>1/24/2021</b>	<b>Children's Worship Service</b>	<b>9:30 A.M. - 10:30 A.M.</b>



	1/24/2021 - 1/30/2021	<b>Lutheran School's Week</b>	
	1/25/2021	<b>L.S.W. Kickoff</b>	<b>9:00 A.M. - 12:00 P.M.</b>
	TBD	<b>Field Trip to Children's Theater</b>	<b>9:00 A.M. - 12:00 P.M.</b>
	1/29/2021	<b>Pajama Party</b>	<b>9:00 A.M. - 12:00 P.M.</b>
<b><u>February:</u></b>	2/12/2021	<b>Valentine's Day Party</b>	<b>TBD</b>
	2/15/2021	<b>President's Day</b>	<b>No School</b>
	2/20/2021	<b>Dozing with the Dinosaurs</b>	<b>5:00 P.M. - 9:00 P.M.</b>
<b><u>March:</u></b>	3/5/2021	<b>Lotsa Pasta (If Rescheduled)</b>	<b>6:00 P.M. - 8:00 P.M.</b>
	3/20/2021	<b>Vendor Fair</b>	<b>9:00 A.M. - 1:00 P.M.</b>
<b><u>April:</u></b>	4/2/2021-4/11/2021	<b>Spring/Easter Break</b>	<b>No School</b>
		<b>Spring Picture Day</b>	<b>9:00 A.M. - 12:00 P.M.</b>
	4/24/2021	<b>Spring Childcare</b>	<b>TBD</b>
<b><u>May:</u></b>	5/8/2021	<b>Mother's Day Childcare</b>	<b>TBD</b>
	5/23/2021	<b>Children's Worship Service</b>	<b>9:30 A.M. - 10:30 A.M.</b>
	5/28/2021	<b>Last Day of School Picnic</b>	<b>School Ends for All at 1:00 P.M.</b>
	5/28/2021	<b>Closing Celebration</b>	<b>Children Come at 6:30 P.M., Event Starts at 7:00 P.M.</b>

## 2020-21 Theme List

### **August:**

*Get Ready, Get Set, Let's Go!*

### **September:**

Back to School

Apples

Friends

### **October:**

Pumpkins

Fire Safety

Trees and Leaves

### **November:**

Thanksgiving

Turkeys

Manners

### **December:**

Hibernation

Holiday Cheer

### **January:**

Snow and Ice  
Polar Animals  
Community Helpers

**February:**

Dental Health  
Groundhogs  
Valentine's Day

**March:**

Baby Animals  
Changing Weather  
Rainbows

**April:**

Caterpillars and Butterflies  
Plants  
Mud and Worms

**May:**

Fish  
Bugs  
Summer Safety

## **OUR SAVIOUR AFTER SCHOOL CLASSES**

These classes are for children 3 through 8+ year olds! Children enrolled in these after school classes will be welcome in our aftercare program at no cost until the class begins. Children that return to our aftercare program following the class will be charged the normal aftercare fees. (At this time we will only be accepting enrolled Our Saviour students into our After School Programs)

### **LEGO MANIACS**

LEGO MANIACS meets on Mondays from 3:15 to 4:15. Throughout each class your child and their friends will get to create with Legos. Cost \$7/week

### **TOPSY TURVY TUESDAYS**

This class will meet every Tuesday from 3:15 to 4:15. The children will start each class relaxing their bodies and minds by doing a short yoga routine. After that, they will participate in fun activities such as art projects, stories, games, and experiments to enhance their curiosity about monthly themes and group interests. Cost \$7/week

## **MESSY MASTERPIECES**

This Art Class will meet on Wednesdays from 3:15 to 4:15. Each week the participants will have an opportunity to create a messy masterpiece and crazy crafts using a variety of art materials. Cost \$7/week

## **DANCE**

Our combination dance class meets on Thursdays from 3:15 to 4:15 and features ballet, tap, modern dance, creative movement and tumbling. The participants will need ballet slippers and tap shoes. The children will get an opportunity to perform on stage throughout the year. Cost \$7/week

## **Closing**

We hope that the procedures explained in this handbook will help you get your child off to a good start at Our Saviour Lutheran Kindergarten and Preschool. Remember, if you ever have a question or concern, no matter how insignificant you might think it may be, please call or make an appointment with us so that we can discuss the matter. We are here to provide your child with the best education possible. We must all work together as a team in order to make this happen. Have a great year!

**PLEASE READ THE FOLLOWING PAGES WHICH WERE ADDED IN ORDER TO PROVIDE THE SAFEST LEARNING ENVIRONMENT POSSIBLE FOR OUR STAFF AND STUDENTS DURING THE COVID 19 PANDEMIC.**

**AFTER YOU HAVE READ THIS ENTIRE SCHOOL HANDBOOK, PLEASE SIGN AND RETURN THE LAST PAGE.**

#### **OUR SAVIOUR LUTHERAN PRESCHOOL & KINDERGARTEN 20-21 REOPENING PLAN**

As the new school year approaches, Our Saviour Preschool & Kindergarten faces a daunting challenge. The reason it is a daunting task is because we are striving to combine the high value of having an effective, dynamic learning environment where students are nurtured and grow in all their development areas of faith, academics, physical, social, and emotional. In addition, we are committed to the high value of maintaining an environment where children are continually kept safe. Because the coronavirus remains with us, the return to school for Our Saviour Lutheran Preschool & Kindergarten will look different. Our Saviour families, students, faculty and staff will need to be flexible, understanding that the priority of protecting the health of our students and staff may require changes in procedures, sometimes with minimal notice. The Reopening Plan laid out in this document is based on Illinois operating in Phase 4 as defined by the State of Illinois and City of Chicago. In order to provide for the health and safety of our students, Our Saviour will follow recommendations from the Illinois State Board of Education (ISBE), Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), Chicago Department of Public Health (CDPH) and the Chicagoland Lutheran Education Foundation (CLEF). Whatever circumstances we

encounter, Our Saviour is committed to provide a quality education in a Christian setting. While it is our goal to prepare and plan as best we possibly can, all plans are subject to change based on government, CDC, and health department recommendations. Situations may arise where adjustments must be made quickly. Communication is key and families are asked to regularly monitor the communication system in place.

### **SCHOOL OPENING**

As allowed in Phase 4, Our Saviour is planning to open school as scheduled on August 24, 2020. We will be offering in person learning 5 days a week. In addition, for those who do not yet feel comfortable with an in person return at this time, we will also be offering a remote option on a month by month basis. This option will also be used in the event that changes in the local, community or state environment require remote learning. As stated above it is important that families monitor email, Our Saviour website ( <http://www.oursaviourls.org> ) and Facebook site (Our Saviour Lutheran Preschool). ITEMS BEING ADDRESSED BY REOPENING PLAN \*Social Distancing Strategies \* Health Screening Procedures \*Enhanced Cleaning and Disinfecting Procedures \* Remote Learning

### **IN PERSON LEARNING SOCIAL DISTANCING STRATEGIES**

Every effort will be made by staff and the Board of Education to facilitate the safest learning environment possible. This begins with appropriate social distancing between students and staff. Within the classrooms, desks and seating will be spaced out according to IDPH and ISBE guidelines. Floors will be marked to help students maintain the 6 ft distancing as needed. Schedules will be staggered to minimize the overlap of students in common areas such as the gym, restrooms, hallway etc. When necessary, staff will move and students will stay in the classroom. Students will be provided a large bin for backpacks, coats, hats, etc that will be kept in areas to allow for social distancing when accessing. Students will be asked to keep their lunches in these bins so parents will need to plan for cold packs if needed. Areas will be set up for snacks and lunches such that students will be 6 feet apart. Cots for nap time will be individually assigned, set up at least 6 feet apart and sanitized daily.

### **DROP-OFF SCREENING SCREENING OF CHILDREN AND STAFF**

Only Our Saviour staff and students will be allowed in the building during school hours. Parents will not be admitted beyond the school entrance during school hours. All children and staff will be screened upon arrival. Children and staff who have a temperature of 100.4 or above or show other signs of illness will not be admitted. Parents must help or be on alert for signs of illness in their children and must keep them home when they are sick. (More specific information on this topic will be shared at the informational meeting mentioned above). Even if the child does not have a fever, but appears sick (cough, runny nose, etc.) the staff has the right to deny the child's

attendance for that day and days after. Faculty or other trained staff will be at the doors to screen and admit students. Faculty or staff doing the screening will follow proper hand hygiene procedures and will put on Personal Protective Equipment. Faculty or staff will take the child's temperature using a non-contact temporal thermometer. Parents will be asked to certify the following daily: - The student has not been in close contact with a person having a confirmed case of COVID-19.- -The student is not experiencing a cough, shortness of breath or difficulty breathing or a sore throat. - The student has not had a fever in the last 48 hours. - The student has not been experiencing other listed COVID 19 symptoms exhibiting If any of the screening questions are yes or a fever is present, the child or staff will be asked to leave the premises to seek medical care and/or COVID-19 testing. All persons entering the building will be expected to wash their hands or use hand sanitizer. If Our Saviour Lutheran School learns that a staff member, student or family member has tested positive for COVID-19 or been exposed, we will consult CDC, IDPH, ISBE, CDPH guidelines and contact the Chicago Department of Public Health to discuss appropriate management of potentially exposed staff and students, to determine mitigation and next steps.

### **HANDWASHING AND HYGIENE**

Faculty and staff will regularly wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizer with at least 60% alcohol can be used if soap and water are not readily available. Children will be supervised when using hand sanitizer to prevent ingestion. Posters describing hand washing steps are near all sinks. All students and staff will engage in hand hygiene upon arrival, after breaks, before and after handling food and drinks, after using the restroom, after playing outdoors or in the gym and any other appropriate time. The staff will teach and reinforce washing hands, respiratory etiquette among students and staff as well as other good hygiene practices. All locations will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer, and tissues. Touchless sanitizer units and faucets will be available.

### **FACE MASKS AND CLOTH FACE COVERINGS**

Students and staff will be required to wear face masks or cloth face coverings throughout the school day. Our Saviour understands that it may be challenging for younger students to wear face covering in all day settings such as school. As such, students will be provided breaks for removal of face coverings while eating and during outdoor activities as long as students remain 6 ft apart. Staff will have procedures in place to safely store masks during these times. Parents will be asked to provide at least 2 masks and will be responsible for regular washing. The school will have disposable children's and adult masks available if needed. Students and staff who have a medical reason that would prohibit them from wearing a face covering will be exempt from the requirement but must provide medical proof of such a reason. CLEANING AND

**DISINFECTING PROTOCOLS** Our Saviour will be cleaned and disinfected daily following CDC guidelines. Additionally, restrooms and high touch surfaces will be cleaned and disinfected regularly at least every 2 hours throughout the school day. As much as possible, students will be provided or asked to supply individual supplies. Each student will be provided a personal electronic learning tablet device. Those in kindergarten, will also be assigned an individual computer station. The availability of shared materials will be limited during this time. Gym equipment, shared manipulatives and other shared items will be disinfected after each use. Classrooms and any other student area will have a disinfecting station for immediate use by staff when needed.

### **DRINKING FOUNTAINS**

Drinking fountains will not be used at this time. Students are encouraged to bring their own water bottle to school. Water bottles can be filled up at the drinking fountain that allows for no touch distribution of water. **STUDENTS OR STAFF WHO BECOME SICK AT SCHOOL** If a student becomes sick at school, Our Saviour will provide an isolated space for the ill student to rest while waiting for the arrival of a parent/guardian. Our Saviour will contact the student's parent/guardian to pick up the student as soon as possible. A staff person wearing appropriate PPE will monitor the student while waiting for the parent/guardian. The areas used by the sick person will be cleaned and disinfected per CDC guidelines. Staff will notify local health officials, staff and families immediately of a possible case of COVID19 while maintaining confidentiality as required by the American with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA). Sick students or staff may not return to school until they have met the criteria to discontinue home isolation. Those with a fever cannot return to school until their temperature is within normal limits for at least 72 hours without fever-reducing medication.

### **REMOTE LEARNING**

For those who desire, remote learning will be offered on a month to month basis during phase 4. If circumstances require, all students may be switched to remote learning. The nature of such learning will be based on the Illinois Board of Education guidelines for the grade level involved. Our staff will utilize a combination of hands on learning activities provided to students weekly through learning kits, regular student learning communication in the preferred method for your student ie - Zoom, facetime, phone call - e-learning activities using the tablet provided by the school, digital group activities, and other remote learning and assessment tools as appropriate and available.

### **CLOSING THOUGHTS**

Because the coronavirus remains with us, the return to school for Our Saviour Lutheran Preschool & Kindergarten necessitates a whole new approach. This Reopening Plan is intended to provide Our Saviour families with some basic information on how we intend to proceed with the 2020-2021 school year. It is to be used as a guide and is not a comprehensive list of procedures that will be implemented. The recommendations

from the CDC, IDPH, ISBE, CDPH and CLEF continue to be dynamic in nature with information changing daily .Our Saviour families, students, faculty and staff will need to be flexible, understanding that the priority of protecting the health of our students and staff may require changes in procedures, sometimes with minimal notice. The Christ-like patience, care, support and prayers we can show for our school leaders, teachers and staff will be vital as we seek to reopen Our Saviour. Yet, in the midst of these trying times, our Lord does not leave us without His unfailing gift of grace. As St Paul shared, “In all things I am strong through the one who strengthens me.” Our Lord who loves us with the love that brought Him to the cross for our salvation is the source of our strength in any circumstance in which we find ourselves.

## **THE NEXT TWO PAGES ARE OUR REMOTE LEARNING PLANS. WE WILL TRANSITION SMOOTHLY INTO THESE PLANS, SHOULD WE BE FORCED OUT OF IN-PERSON LEARNING.**

### **OUR SAVIOUR LUTHERAN PRESCHOOL** **REMOTE LEARNING PLANS**

At Our Saviour we deeply feel that hands-on learning is best for preschool aged students. Therefore we have developed the following Remote Learning Plan for those who do not feel comfortable yet sending their Preschoolers to in person school.

This program is designed so that parents can distribute in hand activities when it fits their schedules and have minimal screentime to deal with, as we know structured screentime is hard on our young ones.



This program will be offered monthly to fit the comfort level for each family. It will cost \$250.00 per month to participate. Families will be asked at the end of each month if they will be attending in person or remote learning and will be billed accordingly. The first round of Remote Teaching will begin on Monday, August 31st.

### **Remote Students will receive the following:**

-A weekly packet of activities which can be picked up at the school or can be hand delivered by the staff every Friday for the upcoming week. The packet will include 3 half days of learning activities to have your child complete with minimal parental instruction. Turning in any work will be optional unless requested by the teacher.

-Each student will be provided with a school owned tablet for remote learning use.

-A weekly Zoom meeting so that children can communicate with each other and do an activity, game, and/or storytime with the teacher based on that week's curriculum.

-A weekly Facebook Live Storytime which will be available anytime after it is recorded and posted.

-A weekly Zoom Dance party with their in school friends.

-A monthly letter delivered via the US postal service.

-An optional Weekly Remote Learner Play Date at the school. This will most likely be held on Fridays after school from 3:15pm-4:15pm. Only the children participating in remote learning will be welcomed to attend this class.

-All Students will be provided with the teachers cell number for picture sharing, calling, facetimeing, or questions and updates from the parents.

-All communications or special links for your student to view will be emailed to the parent.

-Remote students will be invited via zoom to other all school activities when possible.

\*These activities will be subject to change based on parent feedback and availability of the participating students.

### **Our Saviour Lutheran Kindergarten:**

#### **Option for Remote Learning**

While Our Saviour is offering in-person education, we fully understand parents' concerns and choices for keeping students at home. Because of this, our kindergarten will have the option of being offered either in-person or remotely. As kindergarten is a required level of education, our remote education plan is structured to be a bit more in-depth.

After each month, families will have the choice of whether students will be coming in-person or participating remotely. Because our remote learning will be just as immersive as in-person learning, tuition will be the same for both options.

There will be an online classroom setting available to all students participating in the remote learning plan. This will be a place where parents can communicate with Miss Rachel (email and phone calls are still a great form of communication) and a platform where students can find lessons, activities, and any work that should be completed.

The kindergarten remote learning plan will include:

1. A scheduled week aligning with our set curriculum to ensure students are learning all skills at a normal pace.
2. Daily lesson plans that will be upheld with the following:
  - a. Video lessons
  - b. An online format including learning games or activities
  - c. Zoom calls (lessons, storytimes, etc.)
  - d. Weekly activity packs including any materials for activities planned for the week
3. Direct lines of parent communication through email, phone, and remote classroom.
4. A tablet assigned to each student equipped with applications that align with our planned activities.
5. Weekly newsletters that discuss all lesson plans and activities for the week.
6. Optional weekly playdates for students that are participating in remote learning.

I understand that this remote plan will take learning and adjusting on both my end and each family's end. I am fully prepared to do whatever possible to make these transitions as easy and comfortable as possible. Our Saviour is fully committed to following all guidelines and this remote learning plan in order to ensure students are getting the best education they can. If parents have any questions or concerns, I am always available to offer any help I can. I am looking forward to a great year!

Miss Rachel Lienemann  
rachel@oursaviourls.org  
Cell Phone: 773-240-8559



I have read and understand this handbook. I agree and accept all the terms and conditions of the school policies at Our Saviour Lutheran Preschool and Kindergarten.

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Print Name of Student(s)

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Print Name of Parent or Guardian

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Signature of Parent or Guardian

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Date