

Grace Lutheran School



2019-2020

Grace Lutheran Preschool

Registered Childcare Ministry

1787 Klerner Lane New Albany, Indiana 47150

Phone: 812-941-1912

Website: www.gracelutheran.school

Facebook: Grace Lutheran School

Instagram: graceluthpreschool

Office Hours: Monday - Friday 7:00 a.m. - 5:00 p.m

Mission Statement

The mission of Grace Lutheran School is to teach the children to know God's love in Jesus by nurturing and training students to develop their God-given gifts, to excel academically and to live their faith with others.

Vision Statement

Our vision as a school ministry is to provide a quality Christ-centered education that also provides a strong academic foundation to prepare all students for future success in learning. The children at Grace Lutheran will be led and taught in a loving Christian atmosphere where they can be uplifted spiritually, socially, emotionally, physically, and academically.

Our Teachers

Georgianne Weathers

Administrator

Teacher Noah 4's • Teacher Noah 3's

Email: gweathers@gracelutheran.school

Holly Litkenhous

Teacher Sunshine 4's • Teacher Sunshine 3's • Teacher Enrichment 3's

Email: hlitkenhous@gracelutheran.school

Natasha Jones

Teacher Jonah 4's • Teacher Enrichment 4's

Email: njones@gracelutheran.school

Diana Warren

Teacher Butterfly 4's • Teacher Butterfly 3's

Email: dwarren@gracelutheran.school

Missy Balmer

Teacher Enrichment 4's • Treasurer

Email: mbalmer@gracelutheran.school

Angie Lane

Teacher Enrichment 4's • Secretary

Email: alane@gracelutheran.school

Jordan Whittemore

Teacher Jonah 2's • Teacher Butterfly 2's

Email: jwhittemore@gracelutheran.school

2019-2020 Grace Lutheran School Calendar

Semester 1

August 15	Parent Orientation
August 16	Student Orientation
August 19	1 st day of school for 4's 1 st day of school for M/W 3's
August 20	1 st day of school for T/Th 3's 1 st day of school for Tuesday 2's
August 22	1 st day of school for Thursday 2's
August 23	1 st day of school for Friday 2's
September 2	No school - Labor Day
Week of September 16	School Pictures
September 21	Fall Carnival
Sept 30 – Oct 13	No School - Fall Break
November 5	No School - Election Day (2's attend as scheduled)
November 8	Mother's Night 4's – No School for 4's
November 16	Winter Wonderland Dinner and Auction
November 26	No class for Tuesday 2's
November 27 – 29	No School - Thanksgiving Break
December 12	Mother's Night 3's – No School 3's
December 14	Pancakes with Santa
Dec 23 – Jan 6	No School - Christmas Break

Semester 2

January 7	School resumes
January 20	No School - Martin Luther King Day
January 28	Open House
January 31	Father's Night 4's - No School 4's
February 17	No School - Presidents Day (could be used as snow make up day)
February 20	Father's Night 3's - No School 3's
March 6	Fish Fry
March 16 – 29	No School - Spring Break (First week could be used for snow make up)
April 3	Fish Fry
April 10	No School - Good Friday
May 5	No School - Election Day (2's attend as scheduled)
May 12	Last Day Tuesday 2's
May 14	Last Day Thursday 2's
May 15	Last Day Friday 2's
May 18	Last Day 4's Last Day M/W 3's
May 19	Last Day T/Th 3's
May 19	Graduation - Jonah 4's
May 20	Graduation - Sunshine 4's
May 21	Graduation – Noah 4's

For calendar additions including class parties, chapel and more, check our website, www.gracelutheran.school and Facebook Grace Lutheran School

School Class Schedule

2's Class (2 years old by August 1)

Meets one day a week

Tuesday 9:00am - NOON OR Thursday 9:00am - NOON OR Friday 9:00am - NOON

3's Class (3 years old by August 1)

Option A: Meets two days a week

Tuesday 9:00am - NOON and Thursday
9:00am - NOON OR Monday 9:00am - NOON
and Wednesday 9:00am - NOON

Option B: Meets two days a week

Tuesday 9:00am-3:00pm and Thursday
9:00am-3:00pm
Morning class plus afternoon enrichment

Pre-K 4's Class (4 years old by August 1)

Option A:

Class meets three days a week

Monday, Wednesday and Friday 9:00am -
NOON

Option B:

Class meets three days a week

Monday, Wednesday and Friday 9:00am -
3:00pm

Morning class plus afternoon enrichment

Option C:

Class meets five days a week

Monday - Friday 9:00am - NOON

Option D:

Class meets five days a week

Monday - Friday 9:00am - 3:00pm

Morning class plus afternoon enrichment

Enrichment

Tuesday/Thursday 3's and Pre-K 4's half day students are eligible to register for enrichment. It is an extension of our morning program. Students bring a sack lunch. Food must be ready to eat. Lunches will be refrigerated, but not heated.

Play Pals

Tuesday/Thursday 3's and Pre-K 4's half day students are eligible to sign up for PlayPals. PlayPals is an afternoon enrichment class on a day of your choice without full time commitment. Cost for play pals is \$15 per session. Students bring a sack lunch. Food must be ready to eat. Lunches will be refrigerated, but not heated.

Before and After Care

We offer before care and after care to most students on a first come, first serve basis.

(Not including 2's)

Before Care Monday - Friday 7:00 a.m. - 9:00 a.m.

Cost - \$8.00 per session

Breakfast is not provided, but if you wish to send food for your child it must be in a sealed prepackaged bag/box or piece of fruit. Any leftover food will be thrown away.

After Care After Care Monday - Friday 3:00 p.m. - 5:00 p.m.

Cost - \$8.00 per session

Yearly Tuition

Non-refundable registration fee \$75.00.

	Yearly Tuition	Monthly	Semester Due 9/1 and 1/1	Full Year Payment (Discount)
2's	\$720	\$80	\$360	\$698
3's: Option A	\$1,215	\$135	\$607.50	\$1,180
3's: Option B	\$1,935	\$215	\$967.50	\$1,877
Pre-K 4's: Option A	\$1,485	\$165	\$742.50	\$1,440
Pre-K 4's: Option B	\$2,430	\$270	\$1,215	\$2,357
Pre-K 4's: Option C	\$2,115	\$235	\$1,057.50	\$2,052
Pre-K 4's: Option D	\$3,645	\$405	\$1,822.50	\$3,463

Activity and Supply Fee

2's	\$40.00
3's: Option A	\$70.00
3's: Option B	\$85.00
Pre-K 4's: Option A	\$80.00
Pre-K 4's: Option B	\$100.00
Pre-K 4's: Option C	\$90.00
Pre-K 4's: Option D	\$125.00

One-time Activity and Supply Fee due by September 1.

Annual tuition can be made in one full payment, two semester payments or nine monthly installments. Installments are due on the first of the month and will be assessed a late fee after the tenth of the month. A discount will be given for yearly tuition paid in full before September 1.

Payments may be made by check, cash, money order, credit card or ACH Debit (9 reoccurring payments, complete form required).

Payment Plans:

Single Payment Plan *(Due September 1)*

Semester Payment Plan *(Due September 1 and January 10)*

Nine Payment Plan *(Due monthly September 1 – May 1)*

ACH *(Complete form found online or in school office)*

Social Media

For school updates, announcements and stories follow us on Facebook and Instagram! Visit our website regularly for calendars, program information, events, school policy, forms and more.

Remind

We use an application called Remind to keep families informed of our events and special days. Each classroom has a unique code for accessing the application. Please see your child's teacher for more information.

Non-Discrimination Policy

Grace Lutheran School admits students of any race, color, gender, national, or ethnic origin to all 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, gender, national, or ethnic origin and administration of its educational policies, admissions policies and other school-administered programs.

Child Abuse Law

INDIANA LAW REQUIRES that any individual who has reason to believe that a child is a victim of child abuse or neglect must report immediately to the local child protection service or a local law enforcement agency.

Custody Concerns

If a child is not to be released to a parent because of custody concerns, we must have a copy of the court papers.

Changes at Home

Please notify your child's teacher or the preschool office if you have any changes at home. For example; change of address, phone number, child care situation, death, or new sibling.

Absences

Please contact your child's teacher via telephone or text if your child will be absent or you can contact the school office. A child must be fever-free for 24 hours before returning to school.

Child Illness

No child shall come to school visibly ill or with a fever. If your child appears visibly ill or becomes ill before class is over, they will be sent home. If the staff notices head lice, fever, any level of vomiting, pink eye, unidentified rash or any other visible illness, your child will be sent home. In order to return to school, your child must be fever free for 24 hours.

Lice: If you discover your child has lice, please treat accordingly. Please notify your child's teacher or the school office as soon as possible so we can take the appropriate precautions to prevent spreading to other children.

Discipline

When a situation arises, redirection is our first approach. Should further action be necessary, we utilize the thinking chair. In the case of hurtful behavior, see our full discipline policy online or on page 13 of the handbook.

Immunization Record

If you are new to the school, we need an up to date immunization record before your child's first day of school.

First Day Schedule

For most students, the first day is a shortened day to help ease the transition into the classroom. The information packet you received in the mail from your child's teacher will indicate what time your child should come on the first day. Please offer a hug and a kiss at the door and tell your child goodbye. If you prefer to remain in the building, we will have the Fireside Room open for you to wait.

School Calendar

Please refer to the school calendar for holiday closures and school recess days.

Winter Weather: Grace Lutheran Preschool follows New Albany Floyd County Schools closure schedule but not the delay/early dismissal schedule. If NAFCS has a delay/early dismissal, we will operate on a normal schedule. We will offer before care on delayed schedule days. Parents can find out about closures on the news or radio and also on the school website and social media.

Snow Make Up Policy: For every two days missed one make up day is scheduled.

Safety Plan

Grace Lutheran Preschool has fire, tornado, and violence plans in place. We conduct drills as required by the state. For more information on these plans, please ask your child's teacher or call the school office.

Toilet Training

In order to enroll in the 3's or 4's class, your child must be toilet trained. The 2's need not be trained and are asked to supply diapers/pull ups. Wipes are provided by the school.

Toys and Books

Please do not send toys to school with your child. If you have a special book or item relating to a subject being discussed in class, please check with your child's teacher.

School Dress

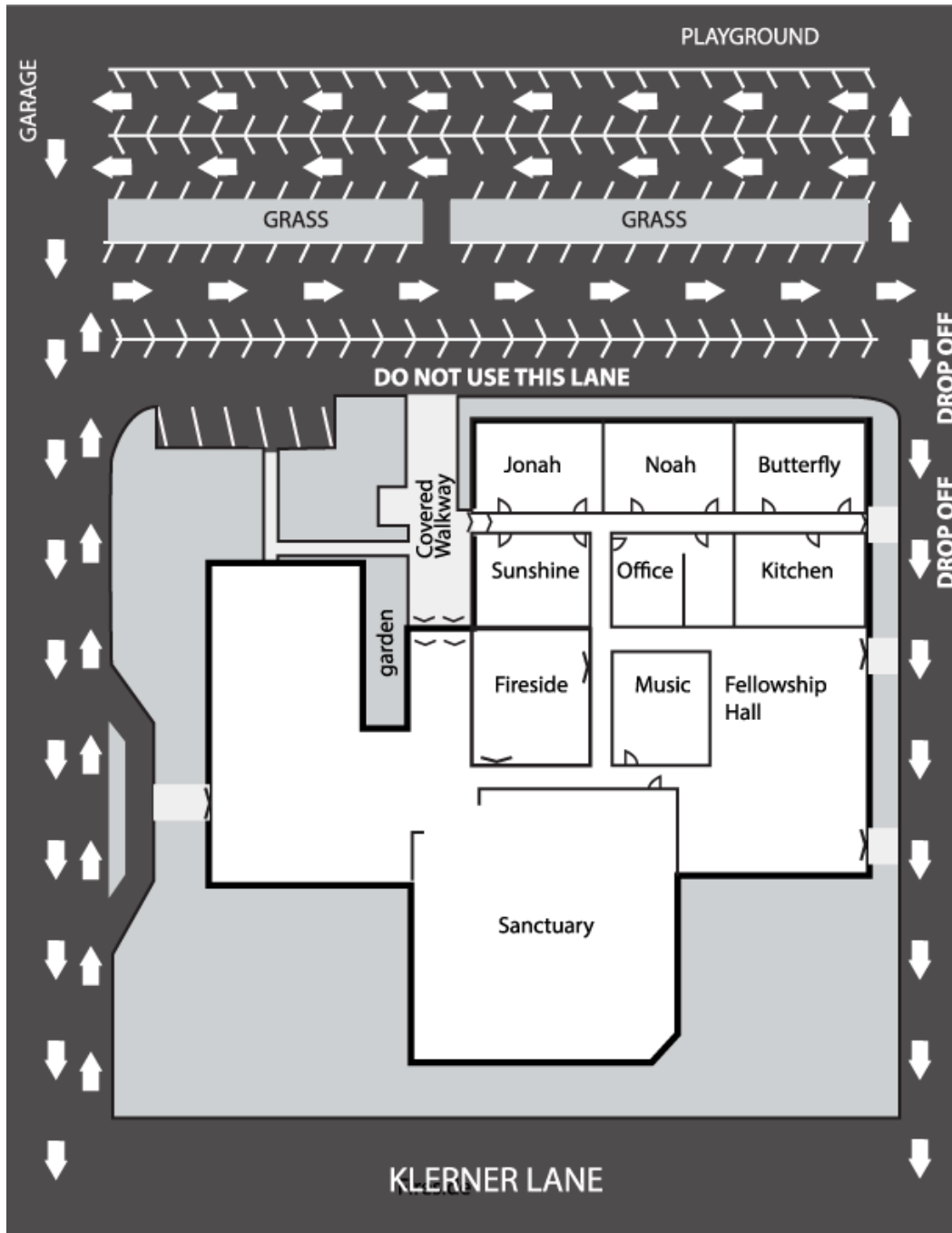
Please dress your child in comfortable clothing and safe shoes. We stay active both inside and outside of the classroom and want comfort and safety to be a top priority. Please no flip flops.

Drop off/Pick up Procedure

Drop off is available at the side door. An assistant will open the door and help your child exit the vehicle. To walk your child in, please use the second lane to park and enter through the main door. Exit third lane. Teachers will welcome students into the classroom 5 minutes before class begins.

An adult must enter the building to pick up their child, children will be released one by one. Use second lane to park and enter through the main door. Exit third lane. (see map, P5) We charge \$8 for any child not picked up on time.

If someone else is picking up your child, a written note is preferable. However, if that is not possible, please notify the teacher or school office. Please be sure the person knows your child's symbol.



Singing in Church

Grace Lutheran Church invites the children from Preschool to sing during Sunday service twice a year. Please keep an eye on your child's school classroom calendar for details.

Parent Participation

Grace Lutheran Preschool invites you to visit the classroom any time, please make arrangements with your child's teacher. Additionally, throughout the year we have several volunteer opportunities; these will be posted on our bulletin boards or sent home with your child.

Snack

Grace Lutheran Preschool provides a daily snack for the children. The snack is often themed with the curriculum. We strive to provide healthy snacks for the children to promote positive choices.

Birthday

We celebrate your child's birthday in the classroom. We will also include a party date for children who have birthdays in the summer months. The classroom calendar will list your child's celebration date. You are welcome to send in a special snack to be shared on that day as we celebrate your child. Snacks must be sealed and in original packaging. If you choose to bring a beverage, it must be milk or 100% fruit juice.

Emergency Health Care Plan

For children who need emergency medications, *The Permission to Administer Form* must be completed by the health care provider to indicate the procedure to follow when a child is in need of the emergency medication. The parents/guardian must also sign and date this form.

Food Allergies

Grace Lutheran will accommodate your child and make sure they are provided with a safe environment. Please discuss any allergies or concerns with your child's teacher.

Mother's Night/Father's Night

The children spend time preparing for a small program called Mother's Night and Father's Night. The children are proud to share what they have been learning. Please try your best to attend these nights. Due to limited space, we do ask that the child and only one guest attend. Save the date! Check the school calendar. *(Not including 2's)*

School Pictures

Each year, a photographer comes to school to take your child's individual picture. Flyers will be sent home in September.

Fundraisers

Scholastic Books: A program that allows you to build your child's home library at a minimal cost. Each month flyers will be sent home for you to look through and make book selections. All Scholastics Book Orders MUST BE MADE online at <http://www.clubs.scholastic.com>. You will use our class code of H47G3. All students order under the teacher name of Mrs. Weathers (our administrator). Orders should be placed by the 10th of each month. Books are delivered to school and distributed through your child's classroom.

School Fall Carnival: Come one, come all. Join us for our annual fall carnival. A preschool wide event, where families get a chance to socialize while playing carnival games; duck pond, goldfish toss and color wheel to name a few. Have your face painted and mark your memories with photo booth prints. Popcorn, cotton candy, hot dogs and more can be enjoyed too!

Winter Wonderland: Join us for a pre-Christmas event sponsored by Grace Lutheran Preschool. Classes join together in creating classroom gift baskets to be auctioned off at our holiday event. Various businesses also contribute to make this a shopping extravaganza! Enjoy an evening of food and entertainment while your little ones are cared for in the classroom. Tickets will be available for purchase in November.

Pancakes with Santa: Bring your friends and family to attend a special breakfast with Santa! Enjoy arts and crafts, stress-free Santa meet and greet and relaxed pancake breakfast.

Christmas Cards: It is a tradition at Grace Lutheran Preschool to photograph the children re-enacting the nativity scene. These memorable photos are available as Christmas cards. You will love sharing this precious moment with your friends and families.

Fish Fry: Join us during the Lenten season for our annual preschool sponsored fish fry. The school staff is dedicated to bringing you tasty dinner and desserts. Bring your family and friends to school for an evening of food and fellowship.

Spring Flower Sale: Our annual spring fundraiser is held each March. Flowers are pre-ordered and delivered to the school in early May, just in time for spring planting.

Class Photo and School Song CD: You won't want to miss the opportunity to obtain some priceless Grace Lutheran Preschool memorabilia. Teachers and assistants join together for a class picture taken in the classroom. The children have been singing all school year long and collectively create a music CD of all our preschool songs. This comes with a book containing lyrics so you can sing along with your child. Both of these items are available for purchase in May.

School Spirit Apparel: Grace Lutheran School apparel is for sale throughout the year. T-shirts are \$10 and available in the School office.

Philanthropy

Thanksgiving Baskets Canned Good Collection: The preschool partners with the caring team from church to collect canned goods for food baskets that are distributed to people in the community. This is a great opportunity to help teach children the importance of helping others.

Annual Collection: Grace Lutheran Preschool saves coins throughout the school year to support the following charities in alternating years:

St. Elizabeth's (www.stecharities.org)

Forget Me Not Ministries (www.fmnministries.org)

Chapel Box: Each student at Grace Lutheran Preschool is given a Chapel Box. This will be kept at home and sent back to school with your child on Chapel days throughout the school year. The coins collected in the box are donated to Lutheran Women's Missionary League which helps support missions all around the world. www.lwml.org

Chapel is held in the sanctuary where a pastor from Grace Lutheran Church hosts a mini worship for the preschoolers. This is an awesome witness of God's love being demonstrated to your children. You are guaranteed good music, laughs, and heartwarming moments.

Please keep an eye on your child's classroom calendar for chapel dates. *(Not including 2's)*

Discipline Policy

Our staff is trained by education and experience to manage what we call "hurtful behavior." Hurtful behavior can be physical as well as emotional. Every child is unique and each situation calls for patience, understanding, and intervention which is not punishing. Our school is unique in the fact that we can deal in terms of Christian forgiveness, love and prayer.

When physical or verbal hurtful behavior occurs:

- *The teacher or aide will move toward the child and assess the situation.
- *The teacher or aide will step in and stop hurtful behavior that is physical.
- *The teacher or aide will set a limit or state a rule.
- *The teacher or aide may redirect a child's behavior asking them to choose a different activity, guiding them toward positive behavior.
- *The teacher or aide may have the child to sit in a "time out," asking the child to sit and observe. The behavior will be discussed with the child before he is released from the time-out making sure the child understands the reason for the time-out.
- *All time-outs will be recorded in a folder by a teacher or aide.
- *Behavior which is considered severe or continues after the above measures will warrant a phone call to the parents. We do not utilize corporal punishment. In some instances, a parent-teacher conference will be held.
- *If we feel the child has a problem beyond our scope, we may refer you to a counselor of your choosing.
- *If misbehavior persists, there will be discussions concerning the withdrawal of the student from the program.

Revised by school board of Grace Lutheran Church February, 12, 2017



Grace Lutheran Church

1787 Klerner Lane New Albany, IN 47150
812-944-1267 • www.glcna.org

Bruce Kischnick, Senior Pastor
Matthew Woods, Associate Pastor
Karen Meredith, Secretary
Helen Bohannon, Music Director

Georgianne Weathers, Preschool Administrator
Sabrina Haug, Children's Minister

Grace Lutheran Church extends an invitation to your family to join us for worship and other activities.

SATURDAY WORSHIP SERVICE 5:00PM
SUNDAY WORSHIP SERVICES 8:00AM AND 10:30 AM (Cry room available for young ones)
SUNDAY SCHOOL AND BIBLE CLASSES 9:15AM
GRACE ON WEDNESDAYS Supper served 5:30pm Classes 6:00pm (ages 3 to adult)
EVENING WORSHIP SERVICES 7:00PM on Wednesdays during Advent and Lent
SPECIAL SERVICES for Christmas, New Years' Eve, Easter and Thanksgiving

OUR BELIEFS

The Bible is the inspired word of God, the only source and authority for faith and life.
All people are sinful and in need of God's forgiveness.
God loves the world and sent His only Son to die for our sins and to rise again to be our Savior.
We are, therefore, saved by grace, as God's gift, by our own achievement.
Love and service for God and people and inevitable fruits of a living faith.
Through Baptism for all ages, God gives new life and adopts us into His family, the Church.
Through Holy Communion, we receive Christ's true body and blood together with the bread and wine for forgiveness and strength.

Pastors are available to you if you should need them. Please feel free to call them at any time.
For by grace you have been saved through faith- Ephesians 2:8-9

Grace Lutheran Church and Preschool Statement of Faith

Grace Lutheran Church of New Albany, Indiana, an Indiana Corporation, herein Grace Lutheran Church and Preschool, is part of The Lutheran Church-Missouri Synod. The LCMS is a mission oriented and Bible-based denomination that confesses the historic orthodox Christian Faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus Himself being the cornerstone” (Ephesians 2:20). With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die and rise again for the world’s redemption; and bring people to faith and new life through His Word and Sacraments. The three persons of the Trinity—Father, Son, and Holy Spirit—are coequal and coeternal, the one true God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to the shared confession of Jesus Christ as taught in the Holy Scriptures. We believe without reservation that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*. Believing in the authority of the Holy Scriptures and that the Lutheran Confessions are a correct interpretation and presentation of the Biblical Doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers include their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and the practices that are consistent with such teaching. The Synod in convention in the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregation and rostered church workers).

Congregations of the LCMS, while upholding the teaching and practices that are consistent with Scripture and the Lutheran Confessions and while honoring the Synod convention resolutions, are self-governed and establish policies based upon the local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws—which are required by Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod—and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (i.e. the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The constitution and Bylaws of Grace Lutheran Church and Preschool govern our decision-making and policies.

Grace Lutheran Church and Preschool Statement on Biological Sex, Marriage and Morality

While recognizing that some individuals are born with sex chromosome anomalies which make them neither distinctly male or female, or whose physical characteristics make sex assignment at birth uncertain, we believe that it is the intent of the Creator that each individual be socially identified as either male or female (Genesis 1:26-27).

We believe the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as designated in Scripture (Genesis 2:18-25). We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside marriage between a man and a woman.

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10). We will uphold the teachings of the Holy Scriptures on these matters, which is our final authority and rule.

Grace Lutheran Church and Preschool Statement of Belief in the Sanctity of Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically and mentally challenged, and every other stage or condition from conception through natural death. (Psalm 139) We therefore are called to defend, protect, and value **all** human life. God calls we who are His own to speak on behalf of those who cannot speak for themselves; therefore we will defend and uphold God's will for the life of those who need us to speak on their behalf.

Grace Lutheran Church and Preschool Marriage Policy

The marriage policy of Grace Lutheran Church of New Albany, Indiana, a member congregation of the Lutheran Church-Missouri Synod is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Genesis 2:24-25) and that God gave marriage as a picture of the relationship between Christ and His bride, the Church (Ephesians 5:32). The official position of the Lutheran Church-Missouri Synod, as set forth in 1998 Resolution 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under the categorical prohibition in the Old and New Testaments (Leviticus 18:22; 20:13; I Corinthians 6:9-10; I Timothy 1:9-10) as contrary to God's design (Romans 1:26-27). These positions and beliefs can be found on the LCMS website, along with the other statements, papers, and reports on the subject of homosexuality and same-sex civil unions and marriage. Our pastors will not officiate over any marriages inconsistent with these beliefs and our church property may not be used for any marriage ceremony, reception, or other activity that would be inconsistent with our beliefs and this policy.

better moms, better world



MOPS

What is MOPS? Mothers of Preschoolers!

What to expect: brunch, speakers, crafts, service opportunities, childcare, Moms Night Out, friendship, and support.

Grace MOPS meets here the 2nd Friday each month (Sept-May), 9:15-11:30am.

Your first meeting is FREE!

Notes

