

# HOLY CROSS PRESCHOOL HANDBOOK



*Holy Cross Lutheran Church*

W156N8131 Pilgrim Road  
Menomonee Falls, WI 53051  
Preschool Phone 262-502-4104  
Church Phone 262-251-2740  
[www.holycrosslutheran.org](http://www.holycrosslutheran.org)  
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# M I S S I O N   S T A T E M E N T

Nurturing children, guided by faith and God's love.

# V I S I O N   S T A T E M E N T

Preschool years are an important foundation for later development. Holy Cross Preschool uses our God given resources to provide children the opportunities to reach their fullest potential. We are dedicated to introducing children to the values and principles based on Christian living that reflect the Evangelical Lutheran Church in America theology.

## WELCOME

Welcome to Holy Cross Preschool. We are glad to have your family become part of our family. In our program we recognize the important balance of the children's social-emotional, academic and physical development. We are a quality, educationally enriched program focusing on developing self-esteem and guiding a positive self-image in our children -- believing these are the building blocks of academic learning. Academic readiness skills are strengthened through developmentally appropriate activities and materials. Emphasis is on the process of the experience rather than the product.

## OUR CURRICULUM

**Children learn best through play. A wide range of activities provide opportunities for exploration and self discovery.**

**Social-emotional** - Promote a positive self image, foster a feeling of belonging and encourage independence through self-help skills.

**Cognitive** - Pre-math, science, reading and language skills.

**Art** - Creative expression focusing on the process rather than the project, including dramatic play.

**Fine Motor Skills** - Puzzles, small manipulative toys, blocks and drawing.

**Gross Motor Skills** - Movement games, dance and outdoor play.

**Sensory** - Physical exploration of materials like play dough, sand, paint and water.

**Field Trips** - Offered to enrich a child's school experience.

**Music** - Exploration of music guided by the church music staff.

**Chapel** - Christian basics are developed and taught through bible stories by the church staff.



*Acting on Christian values, the children are encouraged to reach out to the community through various charitable projects.*

## BEHAVIOR GUIDELINES

We believe in a positive approach concerning behavior issues. Our teachers serve as guides to foster appropriate ways to handle conflicts. Children are expected to use words to solve problems. They are encouraged to share their feelings and listen to others. In this way, they learn to respect themselves and others while gaining control over their sometimes overwhelming emotions. Teachers will be patient, firm and fair. Positive verbal reminders will resolve most conflicts. Time outs will be used only if needed as a way to help a child regain control over him/herself. Parents and teachers can work together by sharing ideas and strategies to encourage desired behavior. No punitive discipline will be used with the children.

In the rare instance that a child does not adjust to the preschool environment, the staff and parents will convene and decide how to progress in the best interest of the child. If and when a problem is identified, the preschool staff and parents will work through the process together to resolve it.



## PARENT COMMUNICATION

Communication between staff and families is a priority at Holy Cross Preschool. We are interested in any questions or concerns you may have about your child. In addition to the day to day communication with the staff, parent newsletters about classroom themes, activities and upcoming events are sent home periodically. Lesson plans are posted in the classrooms as well.

Parent/teacher conferences are held once each school year in spring. This is an opportunity to discuss your child's development and progress. A parent, however, may request a meeting anytime during the year.

Our staff welcomes phone calls. Parents can call the preschool at 262-502-4104 and leave a message. Your child's teacher will return the call.

## ARRIVAL AND DEPARTURE TIME

Arrival and departure times can be hectic. Good communication between parents and teachers can help things go smoothly and safely. Children need to be brought directly to the classroom and be picked up from school by a parent, guardian or designated adult (name must be on file in child's records). No exceptions will be made to this policy.

Our preschool class times are 9:00AM-12:00PM. The time previous to 9:00AM allows teachers preparation/set-up time for the day and/or a chance to meet with a parent or staff. Please be prompt at departure time. While children are usually eager to see their parents, it also provides teachers time to clean up after each day.

## CLOTHING

Many activities are hands on experiences for your child. Students play on the floor, paint, glue, color and have snacks. Children should wear casual, comfortable, washable clothes. This allows them to freely participate and have fun without concern about messes.

Holy Cross Preschool expects children to be toilet trained before starting preschool. Parents need to supply a complete change of clothes each day in your child's backpack in case of accidents or spills. Everything needs to be clearly labeled with your child's first and last name.

We try to play outside everyday, weather permitting. Exceptions are rain or temperature and/or wind chill below 20 degrees. Please send children with appropriate clothes for outdoor play. Again, everything needs to be labeled with your child's first and last name.



## **PRESCHOOL BOARD OF EDUCATION**

Holy Cross Preschool is governed by the Preschool Board of Education. Board members are elected by the Holy Cross Lutheran Church congregation at the church's annual meeting. The Preschool Board of Education includes the preschool administrator/director, The Director of Family Ministries at Holy Cross Lutheran Church and five to seven members. To be elected to the board, you must be either a voting member of the congregation or a parent of a child attending the preschool. The board has many functions including setting school policies, hiring staff, establishing tuition, fees and salaries, overseeing curriculum, fundraising on behalf of the preschool, assisting with school social activities and more. The board meets monthly or as needed. Parents are welcome at the meetings.



## **STAFF**

The staff at Holy Cross Preschool includes the administrator/director and the teachers. All of the staff meet or exceed state requirements.

The administrator/director oversees the teaching staff, carries out school policies and promotes parental involvement.

The teachers develop curriculum, attend to the children's individual needs, and go to workshops and conferences to meet state in-service requirements.

## ENROLLMENT

We offer classes for three to five-year-olds. Children may attend two mornings (Tuesday/Thursday) or three mornings (Monday/Wednesday/Friday) a week from 9:00AM-12:00PM. Children may only attend the days and times for which they are registered. STAY-N-PLAY is an optional extended day program that is offered on selected days. Children bring their own lunch and stay until 1:00PM for an additional fee of \$8.00. Parents will receive a schedule of planned dates.



Enrollment is open first to currently enrolled Holy Cross Preschool children, Holy Cross Lutheran Church members, and previously enrolled Holy Cross Preschool families, and then registration opens to the community. It is on a first come, first served basis. Enrollment space is limited.

Tuition is due by the fifth of each month. Alternatively, tuition may be prepaid on a semester or yearly basis. There are no refunds/adjustments for snow days, building service loss, or absences due to illness or vacation. A non-refundable registration fee is required. A supply fee is due with the first tuition payment in September. Any bank returned check is subject to a NSF fee.

The administrator/director sends out the necessary enrollment forms, collects them and files them confidentially. Child enrollment and health history forms are due the first day of operation. Parents have access to their child's file upon request.

Holy Cross Preschool does not discriminate on the basis of race, color, sex, religion, national origin or ancestry.

## SNACKS

Families provide the snacks for our preschool. The children are excited to bring snack and feel important sharing with their friends. Sometimes teachers have snack suggestions that coincide with their classroom theme. Feel free to be creative too. Snack includes food and 100% juice or milk for the entire class. Please try to keep the snacks nutritious. Birthday snacks are welcome. Here are some snack suggestions:

cheese and crackers

raisins

applesauce

veggies and dip

pretzels

bagels and cream cheese

granola bars

fruit

trail mix

jello

Please inform the teachers if your child has any food allergies. Food allergy information is posted in the child's classroom so that it is readily available to the teacher and substitute.

## ABSENCES/ILLNESS



Please call the preschool at 262-502-4104 to inform us if your child will not be at school. Colds are common for preschool students, however any child with a fever, diarrhea, upset stomach or yellowish/greenish nasal mucus should not come to school. Your child should be free of symptoms for 24 hours before returning to school. Bringing a child to school ill may possibly affect the health of other children or persons. According to policy, the preschool will contact the parent if a child comes to school ill or becomes ill while at school.

Please let the preschool know immediately if your child has a communicable disease. You will be notified if your child has been exposed to a communicable disease while at school.

## HEALTH AND SAFETY

Healthy habits are part of the children's school routine. Children are encouraged to wash their hands, bathroom and dress themselves. Of course, teachers are ready to assist when needed.

The activities, materials and the preschool environment promote safety. Children are encouraged to make safe choices for themselves and others.

## HOLIDAYS

Holiday and vacation days for Holy Cross Preschool follow a similar schedule to that of the Menomonee Falls Public Schools.

## SCHOOL CLOSINGS

It is sometimes necessary to cancel preschool due to inclement weather. Holy Cross Preschool closes when the Menomonee Falls Public Schools close. Check for school closings on radio station 620 WTMJ or television Channel 4.

There may be other conditions under which Holy Cross Preschool will need to be canceled. Those could be building service loss of heat, water, electricity, plumbing problems, etc. Cancellations would also be announced on WTMJ or Channel 4.

## VITAL INFORMATION

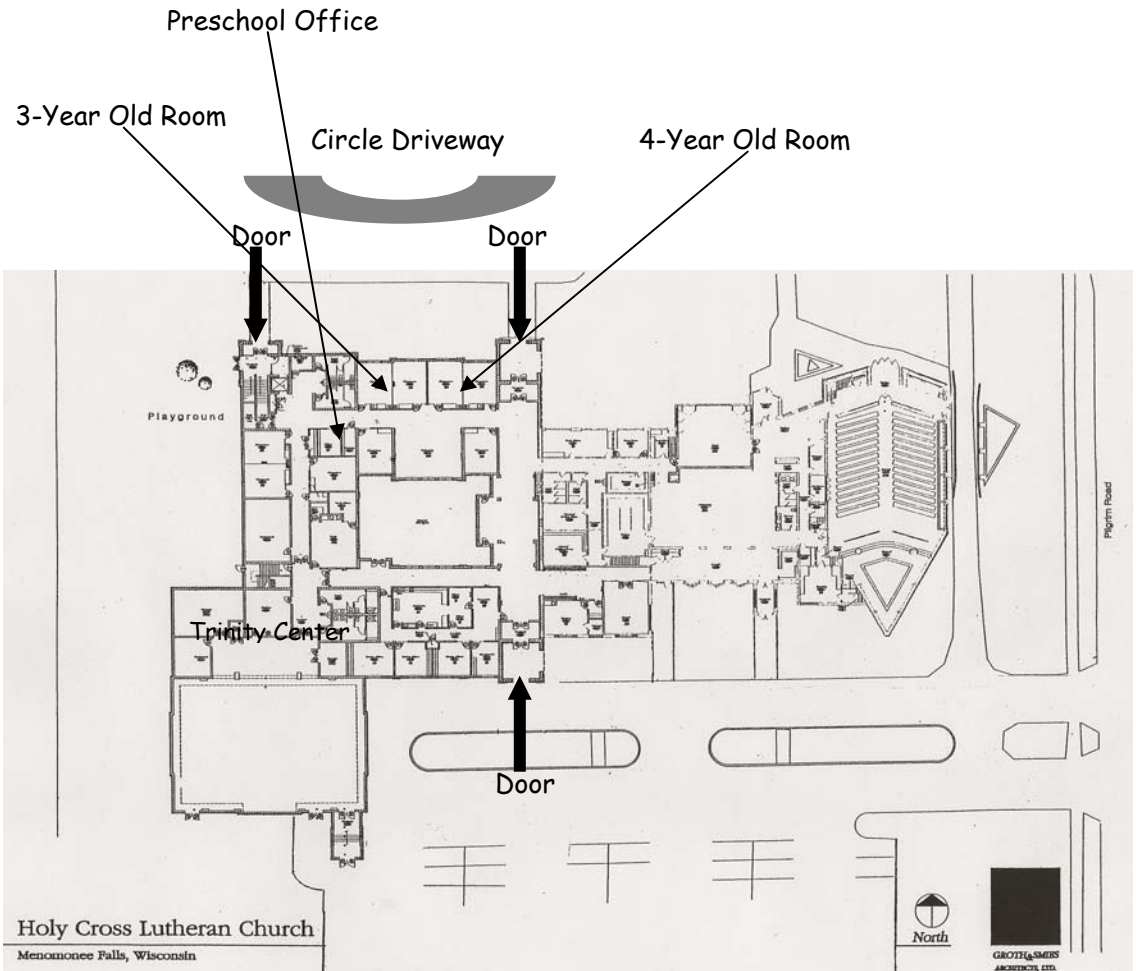
It is important to keep vital information (addresses, phone numbers, etc.) current and up to date. Home, work and emergency phone numbers are extremely important. Please inform your child's teacher of any changes in home environment that may affect his/her behavior.



### ***FUNDRAISING MISSION STATEMENT***

*With your help, we will enhance the preschool by providing special programs and enrichment materials as decided by the Preschool Board.*

# HOLY CROSS LUTHERAN CHURCH FLOORPLAN



Please contact Pam Kraus, Preschool Administrator/Director, at 262-502-4104 or email at [preschool@holycrosslutheran.org](mailto:preschool@holycrosslutheran.org) for more information.



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