

# PARENT HANDBOOK 2009-2010



Mount Olive Lutheran  
Early Childhood  
Education Center

**MOUNT OLIVE LUTHERAN CHURCH  
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Dear Parents,

Welcome to Mount Olive Lutheran Early Childhood Education Center. We are excited to begin our 2009-2010 school year with your family and child.

In 1972 our doors opened with two staff members and about 40 children. By 1978 the enrollment had grown to 96. In 1979 the school expanded to 160. A third classroom was added in 1981 with the addition of a kindergarten class in 1982. Junior Kindergarten was established in 1988. We currently have an enrollment of 130 children in Preschool, Junior Kindergarten and Kindergarten with a staff of seven teachers.

This Parent Handbook is for your reference at anytime during the school year. It includes our philosophy on Christian education, qualifications of the staff, what a typical school day is like, policies of the school, tuition and refund policies, and other information that will be of help to you. If at anytime you have a question and can't find it answered in the handbook, please stop into the office and I will be happy to help you.

The Lord has blessed us with a qualified and committed staff that continually strives for excellence. Since 1972 the Early Childhood Education Center (ECEC) has touched approximately 4150 families with the Word of God. Together, with God's help, we can make a difference in the life of your child.

In Christ,

JoAnn Stibrich, Director

### *MISSION STATEMENT*

*THE MISSION OF MOUNT OLIVE LUTHERAN EARLY CHILDHOOD EDUCATION CENTER IS TO ENCOURAGE, EDUCATE, AND EDIFY THE CHILDREN, PARENTS, AND STAFF OF THE EDUCATION CENTER SO THAT THEY WILL KNOW AND GROW IN THE LOVE OF JESUS AS HIS DISCIPLES.*

**MOUNT OLIVE LUTHERAN  
EARLY CHILDHOOD EDUCATION CENTER  
PARENT HANDBOOK**

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**MOUNT**

**OLIVE**

**LUTHERAN**

**EARLY**

**CHILDHOOD**

**EDUCATION**

**CENTER**

- provides experiences in a Christian setting that help children feel secure, confident, and loved.
- increases a child's sense of wonder, awareness, and self-discovery.
- satisfies a child's need to
  - trust
    - God's will in all situations
    - parents
    - teachers
    - others
  - explore their
    - senses
    - vocabulary
    - capabilities
    - environment
    - creative abilities
  - love others by
    - sharing
    - taking turns
    - showing respect

The

MOUNT

OLIVE

LUTHERAN

EARLY

CHILDHOOD

EDUCATION

CENTER

## Staff believes

- play is a child's work
- much of children's sensory-motor play is preparation for later learning development
- that they open a young child's awareness of God's world and stir inquisitiveness about this world and the world to come
- Christ's admonition, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these"

Matthew 19:14

Mark 10:14

Luke 18:16

*New International Version*

**The**

**MOUNT**

**OLIVE**

**LUTHERAN**

**EARLY**

**CHILDHOOD**

**EDUCATION**

**CENTER**

## **Staff**

- exemplifies Christian love
- cooperates as a team to provide for each child's needs
- views every child as God's own unique and special creation
- provides an atmosphere of consistency and gentle discipline in which the children develop an interest and joy in learning and a feeling of success, security, and responsibility

## More specifically

**MOUNT**

**OLIVE**

**LUTHERAN**

**EARLY**

**CHILDHOOD**

**EDUCATION**

**CENTER**

### Teachers

- are certified in Early Childhood Education and related fields
- provide children with guided freedom which allows the children to test and try out unique and fresh approaches to situations in which they find themselves
- offer positive guidance that allows children to experiment and develop creative learning skills
- belong to professional organizations such as:
  - Colorado Association of Educators of Young Children
  - National Association of Educators of Young Children
  - Lutheran Education Association Early Childhood Division
  - Licensed by Colorado Department of Human Services

# The MOLECEC curriculum is delivered through a variety of LEARNING CENTERS

- WORSHIP CENTER
  - group singing
  - listening to the Bible and Christian concepts presented through videos, films, flannelgraphs, praying, sharing, and caring
  - monthly chapel service
- LISTENING CENTER
- DRAMATIC PLAY CENTER
- PRACTICAL LIFE CENTER
- SENSORIAL CENTER
  - seeing, hearing, touching, smelling
- CREATIVE EXPRESSION CENTER
- BLOCK BUILDING CENTER
- COORDINATION AND MUSCLE DEVELOPMENT CENTER
- MATH AND SCIENCE CENTER
- SPARK PE

The various LEARNING CENTERS foster Christian growth, social development, self-awareness, communication skills, creativity, and sensory-motor coordination.

# The MOLECEC class day

## THREE YEAR OLDS MEET

- M W F Morning 9:00 AM - 11:30 AM
- T Th Morning 9:00 AM - 11:30 AM

## FOUR YEAR OLDS MEET

- M W F Morning 9:00 AM - 11:30 AM
- T TH Morning 9:00 AM - 11:30 AM

## THREE & FOUR YEAR OLD COMBINATION MEETS

- M W F Afternoon 12:30 PM - 3:00 PM
- T TH All day 9:00 AM – 3:00 PM

## JUNIOR KINDERGARTEN MEETS

- M T W Th Afternoon 12:30 PM - 3:00 PM

## KINDERGARTEN MEETS

- M through F Afternoon 12:30 PM - 3:00 PM

## INCLUDES

- Group Worship
- Small group concept time
- Individual choice of Learning Centers
- Art Experiences
- Group music and literature
- Snacks
- Outdoor and indoor play

## DIVISION OF ACTIVITIES

Group/

Teacher Directed/

Free Choice/

Individual

# MOLECEEC Procedures for the benefit of all

## **ARRIVAL/DEPARTURE & RELEASE**

We request that parent's sign in and out for every session. We must have written authorization from the parent for any person other than the parent to pick up the child. This information must include the name and phone number of the designated person. This also includes car-pool arrangements. If you know that someone other than you will be picking up your child without written authorization, please either tell the teacher as to who will be picking up your child or phone the school office to inform the teacher. For the safety of your child, unless we have notice, we will question anyone attempting to pick up your child. If in doubt, we will call you to verify that the person has your permission to pick up your child. If you cannot be contacted, your child will not be released.

## **COMMUNICATION**

It is beneficial for parents and teachers to work together for the benefit of the child. If there is a question or a problem arises, parents/guardians and teachers should feel free to contact each other at any time. The director is also available at all times. We will have parent/teacher conferences in February for preschool and junior kindergarten and twice a year for kindergarten. This will give an opportunity for parents and teachers to discuss the child's progress. A monthly newsletter will be sent home on the first school day of each month. Please read it carefully to find out all the "happenings" for each month.

## **DISCIPLINE**

Discipline is training intended to produce Christ like character traits and patterns of behavior that will enable children to grow to become responsible and respectful. The staff teaches children that there are consequences for choices that are not positive.

Accepted discipline methods are:

1. Positive reinforcement;
2. Redirection to other activities when a child is having a difficult time;
3. Behavior modification charts (discussed in advance with parents);
4. Time out in the office and under supervision of director or staff member.

Parents will be kept informed of behavior problems requiring discipline on a regular basis.

## **DIAPERING & TOILET TRAINING**

We do not want potty training to be an issue when a child attends our school. We will work together with child and parents to successfully toilet train their child. We ask that the children, who are learning to use the bathroom, come to school in training pants or pull-ups. This will enable the child to use the toilet more easily if he/she would like to. We are not staffed adequately to change children that have an accidental bowel movement. We will ask the parent to be available to come to school and change their child. After that, the child is welcomed back into the classroom.

## **DRESS**

Washable, comfortable play clothing suitable for indoor and outdoor play should be worn at all times. We do use washable paint and markers, and ask that the children wear paint smocks when using "messy" things. But, sometimes children do get paint on their clothes. Outdoor clothing should be labeled with the child's name. Please use clothes that children can manage themselves, especially at toilet time.

## **EMERGENCY & EVACUATION**

- FIRE:** All children and adults shall be evacuated from the building and playground in a quiet and orderly manner. We will have practice fire drills on a monthly basis.
- TORNADO:** All children and adults shall assemble at the innermost wall of the school, as far away from glass and windows as possible immediately after tornado alarm sounds or a tornado is sighted. We will have practice tornado drills two times per school year.
- LOST CHILD:** If a child is missing, the adults in the building will be informed and a search occur. If the child is not found the parents/guardians will be notified. If the child cannot be located after a reasonable length of time, then the proper authorities will be informed.

**FIELD TRIPS** Effective August 2003, car seat laws have changed in Colorado. All children over 40 pounds, who are less than 6 years old must continue to ride in a child restraint (unless they are 55" tall). Typically this is a booster seat. Due to this law and for the safety of our children we will not be taking any field trips that require transportation. To enhance our curriculum we will invite guest speakers and various activities into our school.

**ILLNESS** Please keep children home the first few days with a cold, fever, sore throat, rash, stomach pain, vomiting, diarrhea or when eyes show signs of infection. Any child who has been ill will not be admitted until the temperature has been normal for at least 24 hours or a physician has given permission to return to school. To keep the spread of germs to a minimum, we will continue to wash our hands often throughout our school day.

Should any of the above symptoms appear while the child is in school, parents will be called immediately and the child will be isolated in the office from the other children until parents arrive.

**INCLEMENT WEATHER/SCHOOL CLOSING** During stormy weather or other emergencies, please watch TV channels 4, 7 and 9 for cancellation announcements. Our school will be listed as Mt. Olive ECEC. Tuition refunds will not be given for emergency closing. When the weather is extremely hot or cold, the children will not be taken outside. In normal ranges of cold weather (over 40 degrees), children will be dressed properly before going out. In extremely hot weather (over 95 degrees), the children either will not be taken outside, or will be taken out for only a limited time.

**INJURY/ACCIDENT** In the event of an accident that results in an injury during school hours, emergency first aid will be given and the parent/guardian will be called. In case of serious injury the director/parent/guardian will be informed immediately and necessary action taken. In extreme cases 911 will be called. If the parent/guardian cannot be immediately located, the teacher or director will take the child for emergency treatment as instructed on the emergency form completed by the parent/guardian for their child.

**LUNCH BUNCH** This is a supervised lunchtime for any child enrolled in our program. Lunch Bunch is offered every day from 11:30 AM to 12:25 PM, September through May for a \$3.00 per day fee. Parents need to provide a lunch that their child can eat on their own. Our Lunch Bunch supervisors are unable to cut or warm up any food for the children. You may either pay as your child attends Lunch Bunch, or you can be billed at the end of the month.

**MEDICATION** Medication that is needed by the child while at school will be stored in the ECEC office and administered by the Director. Medication must be in the original container and be accompanied by a signed permission slip by the child's doctor and the parent. The designated medication will be administered according to the Nurse Practice Act. Children should not keep any medication in their possession.

## **OPENING/CLOSING TIMES**

Please observe and respect the designated opening and closing times for your child's class. Teachers need time before and after their classes to prepare for the following class. Children are often frightened if they remain ten minutes after the other children have left.

### **"TOYS"FROM HOME**

Children must not bring candy, gum, money, toy guns or other toys that may be hazardous or inappropriate for the age group to school. Children may become upset when a toy becomes lost or broken and it also becomes a problem when other children want to play with the toy. There will be times when we ask the children to bring things from home and you will be notified either through our monthly newsletter or a note from the teachers. Birthday party invitations should not be sent for the children to take home unless the entire class is being invited.

### **SHOW & TELL**

Each child will be assigned Show & Tell days and subjects throughout the year. Please use Show & Tell as a language experience for your child. Help your child prepare how he/she will make the Show & Tell presentation to the class. In order to keep the children safe, we ask that any live animals for Show & Tell be brought to school in an appropriate cage. We will not allow animals on a leash.

### **SNACKS**

Nutritional morning and afternoon snacks are provided for the children. Children are discouraged from bringing snacks from home. We ask for parents to help with snacks by donating three cans of frozen juice per semester or six cans for the year. These can be brought in at the parent's convenience and placed in the freezer. The snack menu is posted on the kitchen refrigerator.

### **SUPERVISION**

Children will be supervised at all times. Head counts will be taken periodically throughout the day. Teachers are responsible for identifying children's whereabouts at all times. The director will know at all times where children and classes are located.

### **TELEVISION/VIDEO VIEWING**

There will not be regular TV or video viewing on a daily basis. Appropriate videos that enhance the curriculum may be shown.

### **VISITORS/VISITATION**

Mt. Olive Lutheran ECEC is available for visitation and observation to current and prospective parents during school hours without previous arrangements. Visitors will be required to sign the visitor's log. Parents do need to make an appointment to meet with their child's teacher.

### **WOW DAYS**

This is a special day for the child and their parents. The child takes pride in doing all the jobs, serving the treat, and being "king" or "queen" for the day. Parents, grandparents, and friends are invited for the last half hour of the class for a special WOW day presentation. A reminder note will be sent home two weeks before the WOW day. We ask that the family brings: (1) a nutritious snack for the class; (2) juice for the class; (3) baby, toddler, and current pictures of the child and family; and (4) the child's special or favorite toy. Jr. Kindergarten and Kindergarten will celebrate birthdays in their classrooms instead of WOW days. Teachers will inform parents of what this will be.

# MT. OLIVE LUTHERAN EARLY CHILDHOOD EDUCATION CENTER

## TUITION POLICY

### TUITION

Tuition rates shall be determined annually by the Board of Directors. Ordinarily, this rate shall remain in effect throughout the school year. The Board reserves the right, however, to adjust the tuition in extraordinary circumstances. In such cases, no less than 30 days notice will be given.

The tuition is as follows:

M W F CLASSES	\$1548.00 payable in nine equal payments of \$172.00
T TH CLASSES	\$1215.00 payable in nine equal payments of \$135.00
T TH (All day) CLASSES	\$2385.00 payable in nine equal payments of \$265.00
JR KINDERGARTEN	\$1926.00 payable in nine equal payments of \$214.00
KINDERGARTEN	\$2286.00 payable in nine equal payments of \$254.00

There is a discount on tuition if you are a member of Mt. Olive. Please check with the director for member tuition.

### PAYMENT OF TUITION

Through the school year, monthly tuition will be due one month in advance. September tuition is due by August 1, October tuition due by September 1, etc. Payments will be due monthly on the first - August through April. Since the tuition is paid one month in advance, no tuition is collected in May, if payments are kept current. If you need to pay tuition on a different schedule please speak with the Director.

*Unless prior arrangements are made, tuition payments not made by the 1st of the month may be subject to a late payment surcharge of 10%, which will be levied after the 10th due to bookkeeping costs.*

Make checks payable to *Mt. Olive ECEC*.

### EDUCATION GRANT FUND

The ministry of Mount Olive Lutheran ECEC has a commitment to excellence in Christian education. They also have a commitment to make Christian education affordable for families who have inadequate resources. Tuition assistance may be obtained through a grant from the Mount Lutheran ECEC Grant Fund, as funds are available. Parent(s) or guardian(s) may obtain an Education Grant Request form in the ECEC office. Please complete the form and submit it to the Director. Parents will be notified within two weeks in writing by the Director regarding their request.

### REFUND OF TUITION

No refunds of tuition can be made for any period of less than two weeks.

In case of illness extending beyond two weeks in a tuition period, half of the tuition may be refunded upon application to the Board of Directors.

During periods of other absences extending beyond two weeks in a tuition period, students may remain enrolled by payment of half tuition. Each student is limited to one 2-week absence (other than illness) at half tuition during the school year.

When a student withdraws prior to the 1st of a month in which advance tuition has already been paid, the tuition for that month will be refunded if a two-week written notice was given for a replacement.

When withdrawing a student from enrollment, a two-week notice in writing shall be given to the Director. This will allow the director an opportunity to contact those on the waiting list.

### **LATE PICK UP FEE**

When parents are late, children often become anxious and our teachers have families that they need to get home to at the end of the day. We ask that every attempt be made to pick up your child in a timely manner. Each teacher will remain with any late children for ten minutes in their classroom. If the parent has not arrived within this time, the child will be taken to the office and the director will call the parent and supervise the child. If a parent is more than 15 minutes late in picking up their child, a \$1.00 late fee will be charged for every minute late after the end of their class. This fee may be waived if a phone call is received stating an emergency. If a parent has not called and cannot be contacted, the director will remain at school with the child for 30 minutes. After this time the Police will be called.

### **REGISTRATION FEE**

A child is considered conditionally enrolled upon the receipt of a non-refundable registration fee:

\$40.00 for Preschool classes  
\$45.00 for Junior Kindergarten  
\$60.00 for Kindergarten

### **SUPPLY FEE**

The supply fee for books and supplies for the school year is:

\$35.00 for Preschool classes  
\$40.00 for Junior Kindergarten  
\$50.00 for Kindergarten

## **ADMISSIONS POLICY**

Mt. Olive Lutheran Early Childhood Center admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in management of admission and education policies.

### **ELIGIBILITY**

**Age:** For a 3 year old group children must be 3 years old on or before October 1st.  
For a 4 year old group children must be 4 years old on or before October 1st.  
For the Junior Kindergarten class children must be 5 years old by December 31st of the school year.  
For the Kindergarten class children must be 5 years old by October 1st of the school year.  
Special consideration, if warranted, may be given to children who do not meet age requirements stated above.

**Physical:** Current physical exam signed by a physician is required.  
State Department of Health Immunization record signed by a physician must be filed in the MOLECEC office.  
Medical Authorization must be signed by the parents and on file in the MOLECEC office.

## **PLACEMENT**

Pre-enrollment placement shall be according to the following priority order:

1. Children of members of Mt. Olive Lutheran Church.
2. Currently enrolled children.
3. Sibling of currently enrolled children.
4. Previously enrolled children.
5. Waiting list and children from the community.

Vacancies placement shall be according to the following priority order:

1. Children of members of Mt. Olive Lutheran Church.
2. Sibling of currently enrolled children.
3. Children from previously enrolled families.
4. Waiting list.

## **CONDITIONAL ENROLLMENT TIME**

There will be a month's trial adjustment for each child before he/she is considered to be permanently enrolled in a specific class or in the school. If the child does not show readiness for the group situation, it will be discussed *jointly* by the teacher and the director. If a satisfactory solution is not found, the director will refer the case, with a recommendation to the board for further discussion and action.

## **CHILD ABUSE POLICY**

Mt. Olive Lutheran Early Childhood Education Center makes every effort to provide a safe and healthy environment for your child. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for the Arapahoe County Department of Social Services is (303) 636-1750. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a childcare facility, consult the Colorado Office of Child Care Services at (303) 866-5958.

# **MOUNT OLIVE LUTHERAN CHURCH STAFF**

Rev. Jeff Shearier	Administrative Pastor
Rev. Mike Borgstede	Associate Pastor
Brent Howard	Director of Youth & Family Ministry
Robin Kurth	Director of Child & Family Ministry
Mike Kallas	Operations Manager
Kaye Cairns	Parish Secretary
JoAnn Stibrich	Director of Early Childhood Education Center
Larry Kraft	Custodian
Herman Goggins	Custodian

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# **MOUNT OLIVE LUTHERAN EARLY CHILDHOOD EDUCATION CENTER STAFF**

Michelle Howard	Preschool & Jr. Kindergarten
Lisa Larson	Preschool & Kindergarten
Tammy Schoenhals	Preschool
JoAnn Stibrich	Director
Carol Sudan	Preschool
Melissa Walker	Preschool
Kate Wright	Preschool