

Growing in Jesus...  
BEAUTIFUL SAVIOR LUTHERAN PRESCHOOL  
and MOTHER'S DAY OUT  
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www.bslcks.org/preschool



## Parent Handbook

2023-2024

(revised 8/2023)

*So that the children may..."Grow in the grace and  
knowledge of our Lord and Savior Jesus Christ."  
(2 Peter 3:18)*

Dear Parents,

Welcome to Beautiful Savior Lutheran Preschool and Mother's Day Out! We feel privileged that you have chosen to entrust your little ones to our care. We are looking forward to this year with your child.

I hope this parent handbook will be informative and answer your questions about our school. If you have further questions, please do not hesitate to call the preschool office at (913)780-6889 or email me at [preschool@bslcks.org](mailto:preschool@bslcks.org). Please sign the Parent Handbook agreement on Brightwheel.

We are here to make your child's first learning experience a positive one. God's blessings on this year of growth!

In Christ,

Amy Schultz  
Preschool/MDO Director &  
The Beautiful Savior Staff

## **Our History**

Beautiful Savior Preschool began in the fall of 2001 as an outreach ministry of Beautiful Savior Lutheran Church. At that time, we had two classrooms of 3 and 4-year-old preschool classes. In the fall of 2003, we added a Mother's Day Out program. In 2023, we added two new licensed classrooms. We now offer classes for children ages 18 months to 5 years old in 6 licensed classrooms.

In August 2007, we received national accreditation from the NLSA, or National Lutheran School Accreditation. In August of 2014 and in October of 2021 we received full accreditation from our visitation teams for our Preschool and Mother's Day Out programs. Beautiful Savior Preschool reports to the church council through the Preschool Board, which meets on a regular basis to consider issues related to the preschool.

## **Philosophy**

Beautiful Savior Preschool and Mother's Day Out exists to serve families of our congregation and community who wish to begin their child's education in a loving Christian environment. We are committed to quality education through play and a variety of hands-on learning opportunities. Our program teaches a love of Christ and focuses on the whole child, cultivating each one spiritually, emotionally, socially, academically, and physically by using developmentally appropriate practices.

*So that the children may..."Grow in the grace and knowledge of Our Lord and Savior Jesus Christ" 2Peter 3:18*

## **Mission**

Connecting Children and Families to Jesus as we Gather, Grow, and Go!

## **Program Goals**

- Children will increase their knowledge of and love for the Lord.
- Children will develop self-esteem through a nurturing and safe environment with caring educated adults.
- Children will spend time with their peers in a variety of activities from the following curriculum: Bible time, art, science, music, movement, dramatic play, language arts, gross motor, fine motor, and math.
- Children will prepare for a positive transition to future school years by utilizing their active curiosity about the world in which they live.
- Children will develop an enthusiasm for learning through play.
- Children will develop an awareness and acceptance of diversity through compassionate interpersonal contact and appropriate literature.

- Children will develop control of their bodies with gross motor and fine motor activities.
- Children will build important brain connections through singing, dancing, and creating in music.
- Children will gain self-regulation in an environment where they know the limits and expectations.

## **Curriculum**

The curriculum, based on the Creative Curriculum model, is designed to implement the stated goal of providing a variety of stimulating experiences for the development of the child spiritually, emotionally, socially, academically and physically. The program is based on activities that are developmentally appropriate for young children and allow for uninterrupted, child-directed play. Center wide activities and individual lesson plans and activities focus on positive experiences for the young child and are developed with individual needs in mind. The curriculum is designed to foster the development of a positive self-image and to develop a love for learning. Every class uses One in Christ curriculum for Bible stories.

The Mother's Day Out program emphasizes social and personal growth. Children are exposed to language modeling, music and movement, art, and gross and fine motor activities.

The three-year-old programs emphasize the development of social skills and developmentally appropriate academic skills. Children are exposed to music and movement, art, dramatic play, STEM, literature, math, science, and gross and fine motor activities. Children work on listening skills and self-help skills.

The four-year-old programs continue to build upon skills developed in the three-year-old program. Classes are structured to provide pre-reading, writing, STEM, and math skills in a fun and creative manner. A positive attitude toward learning fostered at this age helps a child make a smooth transition into Kindergarten.

## **Classes Offered**

Morning classes meet from 8:30-11:15 AM

Afternoon classes meet from 12:15-3:00 PM

Extended day hours 11:15 AM-3:00 PM

- Monday, Tuesday, Wednesday, Thursday, or Friday

Mother's Day Out 8:30-11:15 or 8:30 – 3:00

- Monday – Friday

After School Care for 2 ½ and older: 3:00 – 4:00

- Monday - Friday

## **Calendar and Snow Days**

Beautiful Savior follows the Olathe Public School calendar for holidays and breaks with only a few exceptions. In addition, we will close on Good Friday. We will follow the Olathe School District decisions for snow days. All notifications will be through BrightWheel.

### **First Day of School**

Being left in a new place, with an unfamiliar adult, can cause anxiety for a child and a parent. Please help your child prepare for this new experience.

- Read books about school such as The Kissing Hand and I'll Always Come Back.
- Go over with your child what you will do as a routine for saying goodbye. Have your child suggest what they will do such as giving a hug, a kiss, a high five, or a secret signal.
- Talk over what activities your child might expect to be doing while at school.
- After saying good-bye, remind your child(ren) that you will be back for pick up after school is over. Avoid drawing out the goodbyes as that can cause anxiety in your child.
- If your child is crying when you leave, feel free to call or message us on Brightwheel to check how they are doing. The tears usually stop as soon as they get busy in the room.

### **Our Preschool Day**

- Circle time: Children participate in a class meeting. They talk about the days of the week, months of the year, weather, and themes for the week.
- Story time: Teachers choose fiction or non-fiction books daily. The children listen and respond to stories from children's literature.
- Bible Time: A Bible story is learned each week. The weekly Bible story sheet will be sent home for placement in their bible binder for 3's, Multi-Age, and Pre-K classes.
- Table time: Children work in small groups or individually at activities to promote writing, math, or fine motor skills.
- Center time: During this free choice play time, children choose from a variety of learning activity centers. These areas include art, science, writing, manipulatives, dramatic play, music, STEM and literature.
- Snack time: A time for sharing a nutritious snack, socializing, and learning table prayers.
- Outside: Children have outdoor time on the playground unless weather does not permit.
- Chapel: Once a week, children go to the sanctuary to sing songs, hear Bible stories, and pray.
- Music program: Once a week, children go to Music class. They will play rhythm patterns with instruments and learn songs to reinforce classroom themes.

- Movement: Children participate in gross motor skills through fun theme-based activities both inside and outside.

### **Admissions**

1. Admission policies shall be non-discriminatory concerning race, color, religion, national origin, ancestry, physical handicap, or sex in accordance with K.S.A. 44-1009.
2. The following forms must be completed and returned prior to the beginning of the school term: enrollment form, child information sheet, health form signed by a physician, and an emergency authorization form.
3. An annual NON-REFUNDABLE enrollment fee must be paid at the time of registration to guarantee a position in the class.
4. For enrollment in any class, the child must be the age of that class by August 31st. Children enrolled in 3's, Multi-Age, and Pre - K must be potty trained.
5. If classes are filled when a parent calls, the child's name will be put on a waiting list to fill vacancies as they occur.
6. An email and Brightwheel messages are sent to each enrolled family in July with information about the dates of preschool orientation, supplies and the preschool class start date.

### **Tuition**

Tuition is handled electronically through Brightwheel. Parents will use the app to enter banking information, set choices for tuition, and have access to printing receipts monthly and annually for tax purposes. Parents have the option of either paying with a credit card (adding a 2.9% processing fee) or by ACH starting on September 1<sup>st</sup> (\$.50 fee per ACH). All tuition payments will be set on Auto-pay for the 1<sup>st</sup> of each month.

A \$10 service fee will be charged on all returned debits. If a debit is returned, parents will need to go into their Brightwheel account and manually pay their tuition.

No refunds are given for a child's illness, vacations, or snow days. Those days will not be made up. If for some reason you find you are unable to pay the tuition, please contact the director. We are more than happy to work out a suitable arrangement with you.

### **Arrival/Dismissal**

***Consistent attendance and prompt arrival and pick up are essential.***

### **Student Drop off Procedures**

MDO students will be dropped off at the preschool doors starting at 8:25 am using the QR code on the preschool door. Other class parents will check in

using the QR code at the first parking lot island prior to entering the car line. Each class will line up in their class's assigned row. At timed intervals starting at 8:20, each class will drive under the canopy from north to south for drop-off and pick-up. Parents will unbuckle the child's car seat before reaching the front of the line. While in line, parents will answer the health questionnaire on the Brightwheel App. Parents will remain in vehicles. Staff will unload your child from the **passenger** side only.

Staggered drop off times are as follows (younger siblings will be dropped off at the same time as the oldest child in the family):

8:20-8:23 = Pre-K  
8:23-8:26 = Three Year Olds  
8:26-8:29 = Multi-Age  
8:29-8:32 = Young Threes/Discovery Friday  
8:35-8:45 = Late Arrivals –after 8:35 or when the car line is over, please come downstairs

Afternoon Class Students will have one drop-off carline starting at 12:10 pm.

Children who arrive after the car line has emptied and staff are no longer at the door should report to the lower preschool doors for the check-in process. Please be patient with us the first couple of weeks as we get used to this new routine.

### **Student Pick-up Procedure**

Prior to entering the assigned class row car line, please sign out your child using the QR code at the first parking lot island. Please display your child's name placard from your rearview mirror or on your passenger side visor. Families can request multiple name placards from the office as needed for additional approved pick-up people.

Pick up will have staggered times much like drop off: (siblings can be picked up at the earliest child's time):

11:10-11:13 = MDO, Young Threes, Discovery Friday  
11:13-11:16 = Pre-K  
11:16-11:19 = 3's  
11:19-11:22 = Multi-Age

Students enrolled in Extended Day or Afternoon Classes will have a normal pick-up carline starting at 2:50 pm.

After School Care children will be picked up at the Preschool entrance by 4:00 pm.

Staff will bring your child to your car. Please do not exit your car. Staff will load your child into the **passenger** side of your car. Please carefully pull forward to a parking spot to buckle your child into their car seat. Make sure each child is buckled before leaving the parking lot. Staff will not be responsible for buckling in any children. **By law, all children enrolled in our program MUST be in a car seat or booster seat.**

Parents who arrive for pick up after the car line has emptied and staff are no longer upstairs should report to the lower preschool doors for the check-out process.

Remember, children will become upset if their parent /caretaker has not arrived and all other children have left. There will be a charge of \$5.00 per family for children who are checked out (we will check the Brightwheel time stamp) after 3:00 pm. Late pick up charges will be added to your Brightwheel account and can be paid at any time through the app or will simply be added to your next month's tuition amount.

If someone other than the normal parent/caregiver is picking up your child, call or send a Brightwheel message to the director. The name of this alternate needs to be on your approved pick-up list on Brightwheel and/or in your child's file. At dismissal, the alternate needs to show a picture ID before signing out your child. The alternate is also required to have the correct car seat with safety harness as required by the State of Kansas. Please help us keep your child safe.

In an emergency, please call the preschool office to make arrangements for your child's care and arrange a later pickup time. Our first priority is your child's safety and well-being and that you trust us to care for your child while you handle the emergency. When you call the office, be prepared to discuss when, where and who will be picking up your child.

## Illness

### Keep your child home if he or she:

1. Has a fever or has had one in the last 24 hours. (Child needs to be fever-free for 24 hours without the aid of medication before returning to school).
2. Has vomited or has had diarrhea in the last 24 hours. (Child needs to be symptom-free for 24 hours before returning to school).
3. Has a rash. May return pending physician evaluation.
4. Has a sore or red throat.
5. Has reddened, running, or swollen eyes or white or yellow eye discharge.
6. Has an infection requiring antibiotics and has not yet been on the medication for a full 24 hours. (Taking antibiotics for 24 hours reduces communicability.)
7. Has a cold that is causing discolored nasal discharge.
8. Has taken a laxative/stool softener in the past 24 hours.
9. Has lice.



10. Has tested positive for COVID-19. (See latest CDC Recommendations for returning to school)

\*If a physician indicates the symptoms are due to a different diagnosis (e.g., allergies, asthma), a child can attend school with those mild symptoms.

**Communicable diseases must be reported to the school.**

- If the child was in school during a contagious period, the classroom parents will be notified. Your child's identity will be confidential.
- We are required to report certain communicable diseases to the Health Department.
- A doctor's permission for your child to return to school may be required after a communicable disease.

If a child shows symptoms of illness during school, he/she will be isolated from the other children and parents will be notified and asked to come pick up the child. Please continue the practice of informing our office via phone call, email, or Brightwheel message of any absences or health related issues/concerns for the overall health and safety of our students and staff.

No over-the-counter medication will be administered at preschool. Life-saving medication (i.e. EpiPen or inhaler) will be kept in a labeled, locked cabinet in the child's classroom. The child's name will be on the medication container. A doctor's order must be attached to the medication which includes the child's name, dosage, dosage intervals, name of the physician and date the prescription was filled. A state Authorization for Dispensing Medications form must be filled out by the parent.

### **Health Screening Protocols**

Daily, you will be asked these questions electronically through the Brightwheel app. Admittance to school each day is dependent upon proper responses to these questions. Thank you for helping to keep our children and staff healthy here at BSLP!

**Health Screening Questions:**

1. Does your child show signs of illness or have the following?
  - a. fever within the last 24 hours
  - b. cough, congestion, shortness of breath/difficulty breathing
  - c. an exposure to someone diagnosed with COVID-19 within your household
  - d. vomiting or diarrhea in last 24 hours
  - e. white or yellow eye discharge
  - f. headache, sore throat, general aches/pains, fatigue/weakness/extreme exhaustion

\*If a physician indicates the symptoms are due to a different diagnosis (e.g., allergies, asthma), a child can attend school with those mild symptoms.

### **Safety and Cleaning Protocols**

- We do everything we can to ensure a safe and healthy environment.
- We have appropriate adult to child ratios established by the state of Kansas. No child is left unsupervised.
- Classrooms and the playground are inspected regularly to remove items that are broken and may cause injury.
- All building doors remain locked throughout the school day.
- All entrances are monitored with video cameras.
- Emergency phone numbers are posted by the telephone in the office.
- Emergency evacuation plans are posted in every classroom. Fire drills are conducted monthly. Tornado drills are conducted in September, April, and May.
- The child's teacher, in cases of injury, will fill out an incident form. One copy will be placed in the child's file and parents will be notified through Brightwheel. Incidents will be evaluated to see if preventive measures need to be taken.
- Handwashing will take place at arrival, after the playground, before and after eating, and after toileting or diapering.
- Frequently touched surfaces will be cleaned and disinfected throughout the day.

### **Emergencies**

Emergency drills are performed monthly. In the case of fire, the children would be taken to the far Northeast corner of the upper parking lot. Parents should know to pick them up at that site if we are unable to contact them by phone. A Brightwheel message will be sent to all parents for immediate notification of an evacuation.

The tornado shelters are the interior rooms on the lower level of the Fellowship Building.

All staff is trained in first aid and CPR. In the case of an extreme emergency, staff will contact 911 and the parent. If a child needs medical treatment, a staff member will accompany them until a parent arrives.

It is extremely important for parents to update your Brightwheel profile and notify the preschool office of any changes in phone number and address. Medical information and emergency release forms must be on file with the most current information. Please notify the office of any additional shot dates or changes in health. For specific information on Emergency procedures, see the Emergency Preparedness Handbook that will be sent to you over Brightwheel in August.

## **Snacks, Water, Lunches, and Milk**

**Every child will have unlimited and easily accessible water throughout each and every day.** All parents need to send in a labeled water bottle daily filled with water only (sippy cup for MDO children). These are placed at a height where children can reach them any time they need a drink. Water bottles and sippy cups need to be labeled with your child's name.

**All children who stay for lunch are required by the state of Kansas to have milk available to them (unless there is an allergy).** We are requesting that parents of full day children take turns providing two gallons of 2% or whole milk starting the second week of school. This allows us to keep our tuition rates down without causing hardship on families. Full day families will receive a Brightwheel message and paper schedule for bringing milk after our first week of school.

**All children staying for lunch are required by the state of Kansas to bring 1 fruit and 1 vegetable (or 2 fruits or 2 vegetables), 1 protein, 1 grain and 1 dairy (which the milk will cover).** The state of Kansas has started regulating milk and lunches in licensed centers, including those centers where the parents provide the lunches. We certainly understand that children can be very "choosy" eaters, but the state's requirement is that we offer these healthy options to the children to help them learn healthy eating habits.

**The state of Kansas requires that a nutritious snack from two food groups be provided for each child.** Parents are assigned a week of responsibility on a rotating basis to bring snacks that include the food and drinks. Please consider nutritional value and low sugar content when you plan your snacks. Store-bought snacks must be in the original, sealed container with the expiration date intact. Contact your child's teacher if you are interested in sending in a Birthday treat for your child. Snacks should include at least two of the following food groups:

- 1) Milk or food made with milk,
- 2) Fruit, vegetable or 100% fruit juice
- 3) Protein
- 4) Bread or cereal

Some snack suggestions:

Drink: 100% fruit juice, milk, or water

### Snack:

Bananas	Apple slices	Applesauce cups
Yogurt	Cheese cubes	String cheese
Raisins	Pretzels	Veggies and Dip
Saltine crackers	Goldfish crackers	Cheez-it crackers
Graham crackers	Teddy Grahams	Oranges
Strawberries	Grapes	Cantaloupe

**We are a Nut-free school.** Due to the high volume of nut allergies, we ask parents to please refrain from bringing snacks with nuts. Your child's classroom teacher will inform you of any other foods that will not be allowed due to allergies.

### **Dress**

Children are encouraged to wear play clothes and rubber sole athletic shoes. Children should not have to worry about their clothes while participating in daily activities that include active and messy play. We ask girls who wear dresses to wear shorts underneath their dresses. For your child's safety no flip flops or backless sandals should be worn as ankle and foot injuries are more likely in that type of footwear.

We will go outside to play every day unless weather is severe. Children need to bring appropriate outerwear as the weather conditions dictate. All coats, jackets, backpacks and other belongings need to be marked with your child's name.

All Preschool and MDO children should have an additional outfit stored in the backpack to change into if needed. Soiled clothing will be given to you when you pick up your child. Please bring a replacement outfit the following school day.

### **Potty-Training**

All students in 3's, Multi-Age, and Pre-K are required to be potty-trained. Our definition of fully potty-trained is complete independence in the bathroom. This includes recognizing when he/she needs to go potty, pulling down and pulling up pants, wiping, flushing, and washing hands. An occasional potty accident over the course of the year is anticipated. Children should be able to take off soiled clothes and put on clean clothes with minimal assistance.

MDO, Young Three's, and Discovery Friday children do NOT need to be potty trained before the start of the school year; however, let us know when you are working on potty training through the year as we would be more than happy to partner with you in that process.

## **Toys from Home**

Learning to take turns and take care of toys and equipment are social skills that we develop here. We provide toys and equipment for this purpose. We discourage children from bringing toys and stuffed animals from home unless the teacher requests them for show and tell or special days.

## **Pacifiers**

Pacifiers will not be used during preschool classes. When a preschool child comes to class with a pacifier, it will be placed in their backpack until dismissal. MDO children may use a pacifier during rest time only. If a child uses a pacifier at nap, parents must provide a pacifier and label it with the child's name.

## **Discipline Policy**

We believe that discipline is teaching. Staff work to develop trusting relationships and create a positive climate with the children, giving clear expectations for behaviors. Each student is valued and worthy of respect. We desire to help all children learn to regulate his or her own behavior. Our team guides students to own and solve their problems, and we provide empathy and redirection as necessary. We utilize Conscious Discipline – a social emotional classroom management program – to give teachers and students life skills they need to address social and emotional issues. Staff members are a positive role model. Ridicule, placement in a restraining device, hostile threats or coercion, public embarrassment, withholding of food, or corporal punishments in any form are prohibited as disciplinary techniques.

While most problems that occur during the school day will be solved in the classroom, there may be times when a child needs to leave the classroom. The child may be causing a safety concern, interrupting learning, or need time processing and solving the problem. The teacher will alert the Director and the child will be escorted to the office. After assessing the situation, the Director may do one or more of the following:

- Acknowledge the child's feelings
- Allow student a "cool down" period if angry or upset
- Help student understand the problem and generate solutions
- Make a plan with the student for re-entry into the classroom
- Contact parent/guardian and make him/her aware of the situation
- When necessary, parents may be asked to meet with the director and/or teacher to decide upon a plan of action.
- A probationary period may be given and parents will be informed on a consistent basis concerning a student's progress.

Situations resulting in a child being asked to leave the program:

- Behavior persists when the safety and well-being of any child or adult are compromised
- Staff are prevented from implementing the preschool day without disturbances
- There is no movement towards a solution through the cooperation of student/parents/school
- At the discretion of the Director with Board approval

### **Withdrawal of Child by Parent**

We understand that sometimes a program may not be right for every child or job changes occur resulting in a move. Here are the policies for this process:

- Two weeks' notice is required.
- No refunds will be given once tuition has been charged on the first of each month.
- Please let the office know your child's last day of school so that another child can fill the vacancy.
- Tuition can be pro-rated if the office knows 2 weeks prior to the tuition due date (first of the month). Rates will be pro-rated according to the number of days in that month.

### **Grievance Policy**

All grievances should be handled between the persons who are directly involved as taught in Matthew 18:15: *"If your brother sins against you, go and tell him his fault, between you and him alone."* If after an attempt has been made without success, the following serves to settle the grievance.

1. If a parent has a complaint or concern involving the teacher, the program, or the classroom, the parent should discuss it with the director.
2. If a teacher has a complaint or concern involving a parent or another teacher, the teacher should discuss it with the director.
3. If a parent has a complaint or concern involving the director, the parent should discuss it with a member of the Board.

### **Parent Involvement and Communication**

We have an open door policy at Beautiful Savior Lutheran Preschool and MDO and we welcome parents to visit and help in the classrooms. We host planned events where parents will be encouraged to attend. This year parents are invited to join us for chapel at 10:50 am on Wednesdays and Thursdays and Thursdays at 2:40 pm for PM classes. This is your child's preschool education and we want you to come find out what is happening!

If you plan to visit or help in the classroom, please pick up a visitor's badge when you enter the school. At larger planned events, a visitor's badge will not be necessary.

Teachers and administration also communicate on a regular basis about classroom activities with a monthly calendar, frequent Brightwheel updates, and a weekly school newsletter. Parent - teacher conferences, held twice a year for preschool children and in the spring for MDO children, keep parents aware of their child's development.

A quick comment to the teacher through the Brightwheel app before 8:30 am is appropriate in explaining a change in a child's behavior due to such things as birth of a new baby in the family, the death of a pet, or moving to a new home. The teacher will not be checking messages during class time, so Brightwheel messages received during class time will be addressed by the director. If you need to have a longer discussion with your child's teacher, please arrange a time to talk on the phone or share emails. Any discussion about your child with the teacher should be in private and should not be within your child's hearing.

Brightwheel has provided us with a convenient way to stay in close contact with our families. Please respect your child's teacher by avoiding late night or weekend messages and choosing appropriate times to send Brightwheel messages. All staff attempt to respond to messages within a 24-hour time period during the school week.