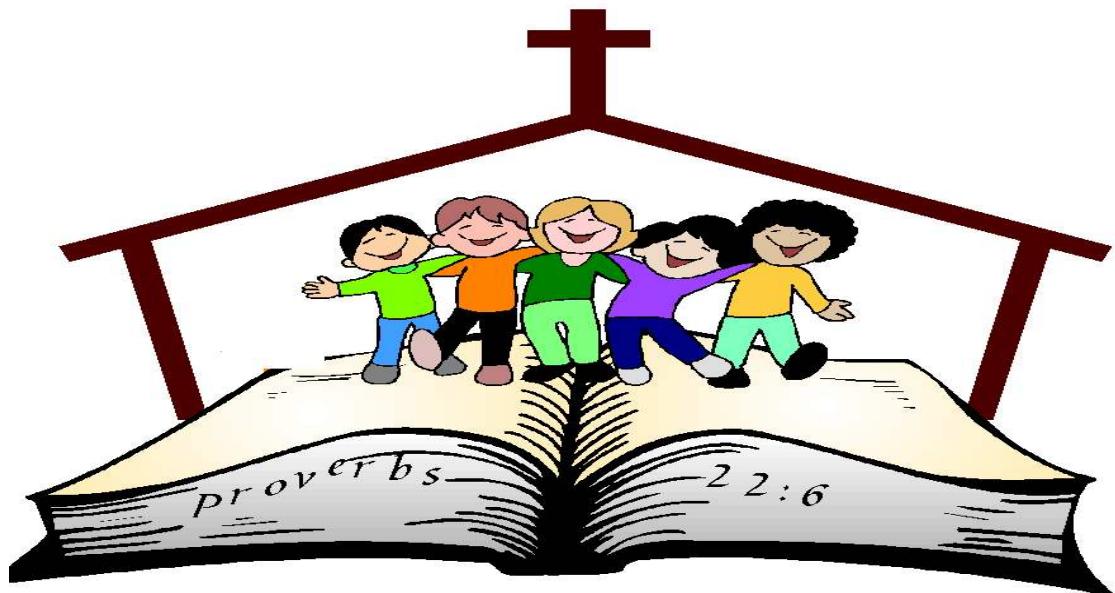


# **Immanuel Lutheran Kindergarten**



*Train a child in the way he should go....*

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## **KINDERGARTEN HANDBOOK**

2019-2020

**1001 Immanuel Drive  
Boonville, Missouri 65233  
660-882-2208**

**Rev. Joshua C. Ketelsen  
Teacher: Linette Meller**

# **Immanuel Lutheran Kindergarten Handbook**

## **Christian Philosophy of Education**

Immanuel Lutheran Church has established a Kindergarten to transmit a religious heritage that is both Christian and Lutheran. It is staffed by mature Christian teachers who guide Christ's little ones toward Christian maturity. The teacher deliberately and systematically influences the pupils toward the Christian view of life. Thus all instruction offered by the school is consciously Christ-centered and Bible based.

Furthermore, the school functions as a community in partnership with parents within the body of Christ. It provides an excellent environment, for cultivating Christian attitudes, Christian motives, and Christian convictions. Children worship, work, and play together. This encourages mutual growth, rejoicing, forgiving, and living God's way. The students learn to practice the Christian life at a crucial time when personality and character are growing and maturing. They develop the strengths and judgments which are demanded of the Christian life. Christian students and Christian teachers daily work and live at the foot of the cross. As forgiven and forgiving people of God, they sustain one another in purposeful, Christian love.

## **Educational Statement**

The school provides the students with the companionship of children their own age in an environment, conducive to their needs, and under the supervision of a teacher with a degree in Elementary Education. The Immanuel Lutheran Kindergarten objectives coincide with the ABEKA Christian school curriculum for 5 year old kindergarten students.

## **Organization**

Immanuel Lutheran Kindergarten is a non-profit school sponsored by Immanuel Lutheran Church of Boonville, Missouri. Its success depends on true cooperation among the participating parents. This puts a great responsibility on all, and everyone must do his share.

These responsibilities include attendance at the Orientation session and payment of all registration and tuition fees when due.

The school is under the auspices of the School Board of Immanuel Lutheran Church. All school policies and directives shall come from this Congregational Board and will be implemented by the chairman of this Board.

## **Age Requirement**

Students must be 5 years of age on or before July 31, of the current school year, in order to enroll in the Immanuel Lutheran Kindergarten. All applications will be reviewed prior to final admission to ensure that Immanuel Lutheran Kindergarten can fulfill the needs of the enrolling child.

## **Fees and Tuition**

- \$100 refundable deposit included with the registration and application form. This check will be deposited in July.
- Tuition of \$200 due each month (Aug. 1, Sept. 1, Oct. 1, Nov. 1, Dec. 1, Jan. 1, Feb. 1, Mar. 1, Apr. 1, May 1) for a total of \$2,100.00 per school year.

Tuition is due the first of the month starting in August and continuing through May for ten (10) payments. Parents are encouraged to use our **auto debit system** for payments. If there is a restriction for use of auto debit for payments, arrangements must be made with the Immanuel Lutheran School Board. Payments made later than the 10<sup>th</sup> of the month will be assessed a \$15.00 late fee. If no payment has been made for more than 60 days, and no arrangements have been made with the School Board, this could result in suspension of your child. You are encouraged to contact the School Board if any circumstances arise that would prohibit you from making the monthly tuition payment on time so that arrangements can be made.

A \$5.00 reduction in monthly tuition will be given for each child in a family if more than one child attends either the Immanuel Lutheran Kindergarten or the Preschool.

## **Fundraiser**

Kindergarten will put on one fundraiser a year. Parental involvement is necessary for a successful fundraiser.

## **Daily Schedule**

Students must not be dropped off at school before 7:45 AM. The school day will begin at 8:00. Student break times are: 9:55 AM – 10:30 AM (snack and recess). School is dismissed at 3:00 PM and students must be picked up by 3:15 PM. The teacher will provide supervision until then. Parents who are habitually late picking up their children will be assessed an additional fee of \$5.00 per 15 minutes. Parents or those with parental permission to drop off or pick up students should go in the lower door at the front of the Church. The daily schedule may be revised if necessary, but parents will be notified if that is the case.

Since the daily schedule is important for an orderly progression of the school day, unnecessary disruptions should be avoided. No food, drink, or gum shall be consumed while classes are in session. No cell phones, toys, or electronic equipment is allowed during class. All children are expected to go on field trips. Appointments should be made after school hours as often as possible.

The children will have prepackaged snacks and drinks each day around 10:00 AM. These will be provided by kindergarten parents.

## **Student Suspension**

Immanuel Lutheran Kindergarten is a private school, funded by student tuition, fees, and by individual contributions from Immanuel members. The teacher loves the children and is proud to have them here. However, the teacher was not trained specifically in the areas of behavior or learning disorders. Please take time to discuss with your children their attitudes and behavior and the expectations of Immanuel Lutheran Kindergarten. We want to live by the Gospel, but in order to do that we must understand and follow the Law. Everyone wants our children to be the best Christians they can be. Therefore, in order to preserve the integrity of teacher and students alike, the teacher and School Board reserve the right to dismiss a student permanently or temporarily from school in the following cases:

- Nonpayment of tuition or other fees in a timely manner
- Fighting, kicking, inappropriate or abusive language (including name-calling), disrespect to teachers and/or students, or other disruptive behavior
- Continual failure to complete work in class
- Failure to comply with the Kindergarten Handbook
- Situations in which the school feels that a student's academic needs could be better handled by persons trained to address those concerns

If a problem arises that might warrant suspension, the parents will be asked to first meet with the teacher to work out the situation. Secondly, a meeting can be set up between parents, teachers, and the Immanuel Lutheran School Board. If a student is dismissed, the supply fee is nonrefundable. Prepaid tuition will be prorated back to the parent for the amount used. Disputes about grades, discipline, pupil interaction, etc may happen during the course of the school year. The School Board and Pastor will be guided by the policy Jesus set forth in Matthew 18:15..."go and show him his fault just between the two of you..." If the grievance is not solved with the parents talking to the teacher in person, the School Board and Pastor stand ready to go with an upset parent in the second step, but only after they have been assured that the first step has failed to resolve the dispute.

## **Discipline**

If the child misbehaves, they will be corrected verbally. If the misbehavior continues, time out at recess or activity will be given. If violent or abusive behavior is exhibited, the child will be restrained and the parent will be contacted.

## **Regarding Separated/Divorced Parents**

1. The School Board shall be notified immediately of any situation concerning the restriction of releasing a child to a specific parent or guardian.
2. The School Board shall be given an approved Parenting Plan from an appropriate court or a like order from the children's division and any changes as the school year progresses.

3. Parental pick-up forms will be kept on file and adhered to. Any updates should be made by the custodial parent throughout the school year.

## Dress Code

The students' personal appearance is a direct reflection of our school, especially when the students go on field trips. Clothes should be clean and neat in appearance. The children should dress appropriately for adverse weather. Sweaters, rain coats, cool/warm clothing, extra clothes, and jackets work well. Since styles are so short waisted these days, tops should be long enough to reach the bottom of the back pockets. Girls should wear shorts or leggings under dresses. Comfortable play shoes must be worn (preferably no open toed shoes or flip flops). No skate shoes are allowed.

## Inclement Weather

In case of inclement weather, school closings, or early dismissals, there will be an announcement on KWRT Radio (1370 AM) as soon as possible. We usually follow Boonville Public Schools for dismissal due to inclement weather. However, when Boonville Public Schools have a late start, we will start at normal time unless you are notified.

## Religion

Immanuel Lutheran Kindergarten is an ideal and important place for student's growth in encouragement and in active worship and prayer life. It easily lends itself to this idea through these opportune times:

- Daily chapel
- The beginning and closing of the school day
- Before and after meals
- Special occasions of students and teachers
- In every subject taught
- Religion lessons

The use of hymns from All God's People Sing or other appropriate hymnals, Scripture readings, the Apostle's and Nicene Creeds, memorized table prayers, memory verses, the morning and evening prayers in the Catechism, teacher-made sermonettes, object lessons, suggested devotion, and student written prayers may be used at regular times. Pastor will give guidance and assist the students in maintaining an active prayer life. The teacher will also

urge regular attendance at church worship and Sunday school together with the student's family. Private, personal prayers are also encouraged at home, school, and at Sunday worship services.

## **Chapel**

Chapel services are a very important part of the ministry of Immanuel Kindergarten. They take place in the church sanctuary. They are held every day and led by the pastor once a week.

## **Administration of Medicine and Drugs**

All medication, including aspirin and cough drops must be accompanied by a dated note from parents. All medicine must be in the original container. The teacher should be advised of all special medical or health concerns that may affect the child's behavior on any given day. The teacher must be notified of doctor appointments no later than the beginning of the school day of the appointment.

## **Security Procedures**

Students must be picked up in person by an adult who is listed on the information form. Children will not be allowed to come in and get their younger sibling. Students will not be allowed to meet their ride in the parking lot. Please use the lower door on the south side of the church to drop off and pick up your child.

While we hope that we never have a disaster or serious incident, we want to be prepared for any emergency. Our first priority is to protect all students and staff from harm. In order for our emergency-response plans to be effective, we depend on the cooperation of the police and fire department as well as on you, the parents. Therefore, we ask parents to observe the following procedures:

1. Do not telephone the church. It is essential that the telephone system be available for emergency communications.
2. Tune your radio to KWRT 1370 AM for emergency announcements and status reports. You also will receive instruction on where you should go and how/when you may be able to pick up your child.

3. Do not come to the church until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the church. You will be notified of this through media bulletins.
4. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.

In case of emergency or a serious accident involving your child you will be notified immediately. Please notify us if there are any changes on the enrollment card or health form on which you provided emergency information. We will not allow anyone to pick up your child unless they are listed on the enrollment card or you have called to give permission. Call the church at 882-2208 if you have an emergency or need to get in touch with your child. For security reasons, the doors will be locked during school hours. If a parent needs to pick up a child early, call the church as soon as possible so we can have someone open the door for you.

## **Health and Safety**

If your child is ill, please keep him/her at home. He/she must be temperature free (without medication) for 24 hours before returning to school. If your child has an infectious disease or head lice, please inform the school so that the other parents can be alerted. If your child becomes sick at school or head lice are detected, the teacher or assistant will call the parents or the person authorized by the parents, and arrangements should be made for the child to be picked up from school. Each student is required to present a doctor's report certifying the child's ability to carry on the normal activities of a Kindergarten program. **If Health Forms are not on file on or before the first day of school, the child will not be allowed to attend until such forms are presented. If they are complete, but at home, we will consider them the same as not being completed.** The following is the list of required immunizations that your child **must** have according to the health program representative from the Central District Health Office in Jefferson City.

- 4 – DTP (last dose on or after the 4<sup>th</sup> birthday).
- 2 – MMR (Measles, Mumps, Rubella) Each after one year of age.
- 3 – Polio (last dose on or after the 4<sup>th</sup> birthday).
- 3 – Hepatitis B

2 – Varicella (chickenpox) or proof of disease. (A statement signed by a parent, guardian, or physician indicating the month and year the child had chickenpox)

## **Curriculum and Formal Evaluation**

The kindergarten will be utilizing the A Beka Kindergarten Curriculum as well as additional enrichment activities. Periodic formal evaluation will be given to each student. A pre and post kindergarten assessment will be used to chart progress. Throughout the school year, tests needed by students due to handicapping conditions will be referred to the public school system.

## **Cumulative Student Records**

Student records are important to the student and the school. They are the most legal item of the school, relative to proof of a student's enrollment and attendance in school. All information is confidential and is to be treated accordingly as determined by the Immanuel Lutheran School Board. Only by the direction of the School Board may the records of students be removed from the school. Generally, the teacher has access to the records of the students which are presently her responsibility. The teacher may add other appropriate information about students, but must remember that any such information included is accessible to parents upon request. Parent requests to inspect their children's records should be referred to the School Board, so that proper procedures may be observed. The teacher will notify the School Board of a parent's request when it occurs. Grades and attendance are to be recorded twice a year—at the end of the first semester and at the end of the school year. Grade cards will be completed before teachers leave for the summer, and (after all fees have been paid) will be sent to the parents. An important part of each child's cumulative record is the health record which must be kept as a part of the student's records.

## **Progress Reports**

Progress reports will be given at the end of each quarter. Some individual assignments or projects may need to be signed by the parents and returned. Parent/teacher conferences for all children will be held in January after the children are placed in reading groups, however, a conference or phone call will be given whenever needed by either parents or teacher.

## **Transportation**

Transportation is not provided by Immanuel Lutheran Kindergarten.

## **Communication**

Please contact the kindergarten teacher, Pastor, or a School Board member if you need to discuss any problems or concerns regarding your child(ren).

Linette Meller	660-537-4544
Pastor Joshua Ketelsen	660-882-2208
Gayle Linneman (School Board President)	660-621-0441

This handbook is a work in progress. The Immanuel Lutheran School Board reserves the right to make changes as needed.

## **Length of School Term**

Immanuel Lutheran Kindergarten will follow the Boonville Public School Calendar except when our teachers attend continuing education classes. Our school will be closed at that time.

## **Immanuel Lutheran Kindergarten School Calendar 2019 - 2020**

August 14	First Day (full day)
September 2	No School (Labor Day)
September 16	No School
September 27	12:00pm dismissal (BHS Homecoming)
September 29	Sing in church at 9am
October 25	No School
October 31	Fall Harvest Party
November 1	No School
November 27- 29	No School (Thanksgiving Vacation)
December 20	Christmas Party
December 23 – January 3	No School (Christmas Vacation)
January 20	No School (Martin Luther King Day)
January 20	Parent/Teacher Conferences
February 13	Valentine's Day Party

February 14	No School
February 17	No School (President's Day) (Snow Make-up #1)
February 23	Sing in church at 9am
March 12 – 16	Spring Break
April 5	Sing in church at 9am
April 8	Easter Party
April 9 – 14	No School (Easter Vacation)
May 14	Last Day and School Picnic
May 14	Kindergarten Graduation at 9:00am