



Emmanuel Lutheran Preschool

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"Let the little children come to me" Luke 18:16

Top 10 Things You Need to Know About Preschool

1. **School hours** – Our school day begins promptly at 9:00am and ends promptly at 12:00noon. Children who arrive after 9:10am must come to the office where they will be escorted to their classroom by a staff member. All parents should pick up on time. Parents picking up late (barring an emergency) will be asked to sign the "late book" in the office and will pay the late fee (see the Parent Handbook for more information). We understand that emergencies happen, but kindly call the office if you know you may be late.
2. **Clothing** –With fun and safety in mind, children should be dressed in comfortable play clothes and sneakers (no crocs or sandals please). The children will be painting, using markers and art materials, playing on the playground, and in Creative Movement class. At preschool we want them to be free to explore without any worries about their clothes. We ask parents to pack a change of clothes (including socks) in their child's preschool tote bag.
3. **Tuition payments** – Tuition payments are due the first of the month. There are nine (9) payments in a school year. The first payment is generally paid in the spring and the second payment is due September 1st. Please contact the office if for any reason you cannot pay before the 5th. We are always happy to see how we can help you. Our tuition late fee is \$40. You may opt for automatic tuition and convenient lunch program payments through VANCO Payment Solutions at no cost to you. Stop by the office for more information.
4. **Forms and Paperwork** – According to Virginia State Licensing guidelines, all paperwork, documentation, medication consent forms and health forms, etc., must be completed and submitted prior to the start of the school year. **It is VERY important that you keep the office up-to-date with any changes to this information, especially emergency contact information.**
5. **Communication** – Most preschool communication is sent via email and/or posted to the school website: www.elcvienna.org/preschool including our Google calendar. Please be sure that we always have a current email address for you. Also, feel free to ask the office for a paper copy of any preschool communications.
6. **Allergies/Snacks** – Virginia Licensing requires that you provide a signed letter from your child's doctor confirming any diagnosed allergies and designating the appropriate course of action or

treatment in case of an emergency. A child who requires an epi-pen for allergic reactions must have two (2) epi-pens, to be kept at preschool, before the child can attend. Parents of children with food allergies must come to the office to review the snacks we serve and their ingredients. Parents must verify in writing which snacks their child may eat. For special events and holidays, parents will be asked to provide a special snack for their own child (NO candy please) or their child may have a snack on their approved snack list.

7. **Chapel** – Our chapel program takes place on most Wednesdays at 11:35am. Families are always welcome to attend. During Chapel, we enjoy singing with the children and our Pastor and church staff join us to share a short message and a prayer. Our goal is for the children to experience God’s love for us. Please check the school calendar online for any changes in the schedule or for special chapel times.
8. **Playground** – We ask that all parents help their children abide by the posted playground rules at all times. Children should slide down the slide one at a time on their bottoms, feet first (never head first). They should not take any buckets, toys, or balls onto the climbing equipment, and gravel should stay on the ground and may not be thrown. We appreciate the help of parents and caregivers in enforcing the playground rules and keeping all the children safe.
9. **Health** – Each morning, we follow our Virginia Licensing “Daily Health Observation” as we greet the children at the door. This allows us to be sure the children are feeling well and ready for school. If a child becomes ill during the school day or exhibits signs that they are not feeling well or may be coming down with something, parents will be called to pick up their child. The rule for returning to school is that all children must be fever free without exception and may not have vomited for 24 hours before returning to school.
10. **Special Afterschool/Lunch Programs** – We offer optional afterschool programs for an additional fee for the three- and four-year-old classes. Programs are generally offered Tuesdays, Wednesdays, and Thursdays after school from 12Noon to 1:10pm depending on attendance. Parents will be sent on-line links to sign up for our programs as they become available, and enrollment is on a first signed up and paid basis.

We hope this Top Ten list helps to answer some of your questions. Feel free to stop by the office with any other questions you may have, or you may email us at emmanuelpreschool2@gmail.com.

We thank you for choosing our preschool and look forward to having your child with us at Emmanuel!