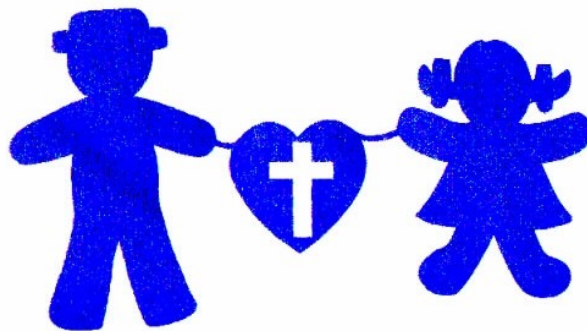


**Pilgrim Lutheran Preschool  
And  
Parents' Time Out**

**3650 W. 106<sup>th</sup> Street  
Carmel, IN 46032-9607**

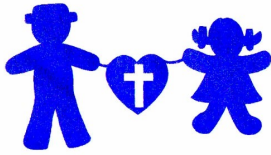
**(317) 846-6132**

[preschool@pilgrimindy.org](mailto:preschool@pilgrimindy.org)



*Train up a child in the way he should go;  
And when he is old, he will not depart from it.  
Proverbs 22:6*

**2019-2020**



*Pilgrim Lutheran Preschool and Parents' Time Out*  
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### **Preschool Prayer**

*Almighty God, Father of us all, we praise and thank you for the precious gift of our children. Grant us as parents and teachers the wisdom and patience to guide them that they may grow in love and joy. This we ask in the name of your Son, Jesus Christ. Amen.*

### **Welcome To Parents**

Welcome to Pilgrim Lutheran Preschool and Parents' Time Out! We are pleased that you have chosen our school for your child.

We look forward to a busy, fun-filled year, based on a child-centered developmental curriculum. Many new and exciting experiences will help your child grow in confidence, feel secure in relationships with other children, and enjoy the love of adults other than parents.

The teachers are eager to work with you and welcome your comments and suggestions to provide the optimum school environment. Monthly calendars and newsletters will inform you of our classroom activities. Please display the calendar in a prominent place and discuss school experiences with your child.

## **EARLY BIRD DROP OFF**

A program we offer our preschool families is Early Bird drop off. This drop off will be available each morning beginning at 8:00 a.m. with a charge of \$5 per child per morning – starting Tuesday, Sept. 4. Early Bird drop off will NOT be a regular preschool classroom situation, but will simply be child care for those who need to deliver their child early to enable them to get to another location in a timely manner. Unless we find a huge participation, you will not need to sign up in advance. Please take your child's school bag/folder/lunch/jacket to their cubby on the way to the church nursery (the last room on the left at the far end of the hall). The staff will take the children to their proper classroom by 9:00 a.m.

## **Extended Day Guidelines**

Welcome to the Pilgrim Lutheran Preschool Extended Day Program. This is an extra program offered by our preschool – Monday through Friday from 12:30 p.m. – 2:30 p.m. or 12:30 – 3:30. Information and guidelines for participation in the program follow:

- Children are old enough to participate in this program is when they are *enrolled in a Twos class and above*.
- **Acceptable items to bring for extended day: one small blanket or towel. NO TOYS, PILLOWS OR STUFFED ANIMALS WILL BE ACCEPTED!**
- The cost of Extended Day is \$15 per child/per session until 2:30 p.m. and \$20 per child/per session until 3:30 p.m. You may sign up on a daily basis, or if you need assurance that there

will be an opening for your child on a consistent basis, there are monthly contracts available (This is the easiest way if you are a consistent user. You sign up for a month at a time – payment for that month is due *with* the contract). If you are not a contracted person, we will bill you **monthly** for your child's extended day stays. Payment will be due by the 10<sup>th</sup> of each month. Extended Day in May will be on a *cash* (or check) **only** basis – payment due on the day your child stays with us (in May).

- Extended Day registration forms will be available for the current day plus one week out. – e.g. on Monday, there will be the page for that day AND the page for the following Monday (in addition to the pages for Tuesday, Wednesday, Thursday and Friday of the current week).
- **Cancellation of extended day registration should be done 24 hours in advance**. Please be courteous to others who might like to have your child's spot if it were available – there will not be a credit if there is not 24 hour notice. If your child is absent from school, or goes home sick from school, we will credit your Extended Day payment to a future date. The cost of Extended Day is calculated based on a certain occupancy expectation. When we consistently have cancellations, our budget is adversely affected.
- **Pick-up for Extended Day is 2:30 p.m** – late pick up will result in payment of the 3:30 stay price. We DO NOT have staff available after 3:30 to care for children. Please refer to late pick-up policy regarding penalties and fines for late pick-up.
- If you have questions about the Extended Day program, please feel free to call the school at 317-846-6132 . . . or email [preschool@pilgrimindy.org](mailto:preschool@pilgrimindy.org)

## Preschool Policies and Regulations

### *Tuition*

**Tuition is paid for ten months, August through May.** Tuition is based on a yearly budget and divided into ten equal payments for your convenience. To keep bookkeeping costs down, it is important that payments are prompt. The first payment is due August 1st. The remaining 9 payments are **due on the first of the month** - September through May. A tuition & Extended Day basket is located on the table where the Extended Day sign-up sheets are placed (**PLEASE mark in the memo what the check is to cover**). Both types of payments should be left in the basket. Postdated checks will be held until the date on the check if we are notified. After the second week of the month, a \$5.00 late fee will be charged. *Make checks payable to Pilgrim Lutheran Preschool.* Unfortunately, we are no longer able to accept credit cards because of the exorbitant fees on our end. You may set up automatic bill pay with your bank, pay by check or cash in the extended day basket each month, or use a money order.

Schedule of tuition payments: #1-August 1st, followed by the **first** of each of the following months; #2-Sept., #3-Oct., #4-Nov., #5-Dec., #6-Jan., #7-Feb., #8-March, #9-April and May-#10

**Absence** -The regular monthly tuition is due regardless of the length of absence due to illness, vacation, or other reasons. Tuition is the parent's obligation to the school and is a guarantee of our teachers' salaries.

**Teachers appreciate calls** when your child is absent because of illness or vacation travel. Please inform us if your child is absent by leaving a message at 317-846-6132, or email – [preschool@pilgrimindy.org](mailto:preschool@pilgrimindy.org). If it is necessary to withdraw your child from school, please give us **at least two weeks notice** to enable us to fill the vacancy.

## ***HEALTH FORMS***

A medical form, signed by your child's physician, must be on file at school. Immunizations must be up to date.

***Potty Training*** – If your child is ‘potty trained’ (and we will LOVE you when that job is done!), please instruct your child and encourage them to use the techniques necessary for independent bathroom practices. (i.e. the independent use of toilet paper) **Unless there is a medical reason with a note from a doctor, children must be fully potty trained before entering the 4s class.**

## ***BIRTHDAYS AND PARTIES***

Children are recognized on their special day. If you wish to send a treat for your child's celebration, please let the teachers know. Summer birthdays may be celebrated as a 1/2 birthday or in the spring. Treats are needed for holiday celebrations throughout the year. Please let the teachers know if you are able to furnish treats. **NO home baked items** are allowed for parties (because of possible cross contamination from nut items).

## ***VOLUNTEERS***

The 3s, 4s and 5s will need volunteers for holiday parties! It is a fun way to see your child interact with their classmates and also meet some other parents/caregivers! Teachers will have sign-up sheets available.

## ***WINTER WEATHER***

If Carmel Clay schools are closed for inclement weather, we are closed also. School closings are usually noted on the television on channels under Pilgrim Lutheran Preschool. (When Carmel Clay is delayed, and the TV and radio bulletins indicate ‘no preschool’, they are referring to the preschool at Carmel High School.) When Carmel Clay schools are on a delay, we will make an independent decision about our preschool operation. Generally, when Carmel has a two-hour delay, Pilgrim will have a **ONE hour delay** – **school will begin at 10:00 a.m.** This information is also put on the preschool’s **Facebook** page (Pilgrim Lutheran Preschool). An occasion may arise when the preschool may choose to close and the Carmel Clay schools are open. If this occurs, we will try to contact your family by email. Our school follows the Carmel Clay Schools schedule for vacations and closings for inclement weather.

## ***Transportation***

**ARRIVAL:** Everyone should enter through the double door entrance at the northeast corner of the building. **Please do not use the church front doors at this time.** If you arrive prior to 9:00 AM, it is necessary for you to wait in our entrance lobby until 9:00 AM to enable the staff to prepare for your child's day. **DO NOT PARK YOUR VEHICLE AT THE CURB OR UNDER THE PORTICO.**

We will unlock our door for your entrance at 8:50 a.m. and the door will be locked again at 9:15 a.m.

**PICK UP - Carpool:** 3's, 4's, and 5's will be picked up in the car pool line ***UNDER THE PORTICO.*** Each family is assigned a car pool number. **PLEASE** display that number from your rear view mirror (small plastic skirt hanger works well as a hanging agent) – we cannot see the number if it faces you . . . it must face out toward the building. Additionally, laying the number on your dashboard makes the number unreadable to us. You will need to have a number for each family you are picking up; see the director for additional numbers. **After the children are loaded into the vehicle, please pull forward and around the handicapped island to buckle up** ---this enables us to keep the carpool line moving.

**PICK UP OF TODDLERS, AND TWOS:** These children will be picked up inside – at their classroom. Please enter the building through the northeast doors (the morning door). **Please bear right** when you enter the driveway and take the drive around the front of the building (on the playground side). **Please leave through the main entrance. DO NOT GO BACK THE SAME DRIVEWAY (one-way)!**

### ***Late Pick-up***

Regular school day: If you are late picking up at 12:30, your child will be taken to the extended day program and you will be charged accordingly. **Our school has no staff to provide care after 3:30 p.m.**

### ***Extended Day Pick-up***

From Extended Day: Please pick up your child by 2:30 or 3:30 depending on the pick-up time you signed your child up for. If you sign up for 2:30 and are detained, please notify the school immediately so we can reassure your child and make any necessary adjustments to staff. Late pick up **will result in being billed for the 3:30 stay price.** After 3:30, there is an overtime charge of \$10.00 for every 10 minutes. Repeated offenses will result in the loss of extended day privileges. Don't forget to call the school to let us know you are on your way! If saving ten dollars means risking an accident, please drive safely and plan differently next time.

**IF SOMEONE OTHER THAN THE PARENT WHO DROPS THE CHILD OFF (OR THE CARPOOL GROUP REGISTERED WITH THE SCHOOL) IS PICKING UP YOUR CHILD, IT MUST BE DOCUMENTED IN A NOTE SIGNED BY HIS/HER PARENT. THIS POLICY IS FOR YOUR CHILD'S PROTECTION.**

**PLEASE USE CAUTION IN THE PARKING LOT AT ALL TIMES!!!!!!!!!!!!**

**~~~~DO NOT PARK AT THE CURB OR UNDER THE PORTICO~~~~**

## **WHAT YOUR CHILD NEEDS AT SCHOOL**

- 1) A Pilgrim school bag (NO Backpacks ... only authorized Pilgrim bags are acceptable.) One bag is supplied per child and these are passed out on Parent Orientation night to new students. Children use this same bag for all the years they are here at Pilgrim. If your bag is lost or damaged, you may purchase a new one for \$6.
- 2) A lunch box with beverage, both with the child's name clearly labeled and that can be easily managed by both child and teachers.
- 3) A nutritious lunch of simple foods; make certain that foods are cut into small pieces; **do not** send candy, cake, or **nuts of any kind . . . Pilgrim does not allow peanuts, tree nuts or items manufactured in a plant that handles nuts. We rely on the parents to be understanding of this important rule and abide by our guidelines. Label foods or send packaging ingredients so the teachers know they are safe. If we are unsure of the ingredients of a food item, it will be returned to you with a note. We are not doing this to be picky, but to keep every child safe. We greatly appreciate your cooperation and understanding!**
- 4) Disposable diapers clearly labeled with your child's name, and a ziplock type bag with a change of **seasonally appropriate** clothing (including socks and underwear for the potty trained group). – Shorts are not fun in winter!
- 5) Children should come dressed in comfortable play clothes and comfortable shoes which cover the entire foot (tennis shoes). No flip flops, sandals or Crocs please. We suggest that shorts or leggings be worn under dresses and skirts. Please send appropriate outerwear (labeled with name) for the weather, as we try to use our playground as often as possible.

# OBJECTIVES AND CURRICULUM

Pilgrim Lutheran Preschool and Parents' Time Out offers children from our congregation and the community a place to grow and to be nurtured. **Parents' Time Out** is for children under the age of two (by August 1) Thursday's class is made up of children who are 12 mo. by Sept. 1 and the Tuesday class is children who are 18 mo. by Aug. 1. The preschool classes are for children who are two, three, four, and five-year-olds (by Aug. 1).

Teachers provide a Christian atmosphere for learning, and value: 1) development of a wholesome Christian character, a sense of personal worth, love of self and others, 2) a view of the individual and the world as God's creation, 3) Stories from the Bible, and 4) the value of prayer.

The primary objective of Pilgrim Lutheran Preschool and Parents' Time Out is to encourage the optimum development of each child, intellectually, socially, physically, and emotionally. To accomplish this goal, the curriculum for each class is planned to:

- ...Develop self-identity and view oneself as having worth and competence
- ...Realize opportunities to strive and succeed
- ...Sharpen and widen language skills: Vocabulary growth- to increase active and passive language use
- ...To match and label, to understand that printed symbols have meaning
- ...Listening and speaking skills - develop ability to listen attentively, to follow directions, to reproduce and remember sounds
- ...Increase visual and auditory discrimination
- ...Wonder and seek answers to questions
- ...Learn to live effectively with others, to value one's own rights and the rights of others
- ...Develop and strengthen skills: eye-hand coordination, gross and fine motor capabilities
- ...Grow in ability to channel inner impulses, turn aggression into constructive effort, and understand the difference between feeling angry and acting angry
- ...Relate to peers and adults other than parents
- ...Move bodies into different positions through physical education activities
- ...Experience and reflect love

Art activities, music, play, games, crafts, and books are used to accomplish our goals. Stories, rhythmic activities, dramatics and creative expressions provide a wide diversity of experiences and ensure enjoyment.

## LEARNING OBJECTIVES FOR TWO-YEAR OLDS

- ...To become comfortable in a group situation
- ...To adapt to routines
- ...To participate in directed activities
- ...To widen life space and extend experiences
- ...To advance from parallel play to cooperative play
- ...To become aware of colors, shapes, counting, stories, songs and finger plays

## **LEARNING OBJECTIVES FOR THREE-YEAR OLDS**

- ...Provide opportunities for expression with a variety of creative media
- ...Point to and name various body parts
- ...Match primary colors
- ...Name animals
- ...Rote count to ten; rational count to five
- ...Identify shapes
- ...Recognize name
- ...Repeat three digits
- ...Encourage development of small motor skills through cutting, tearing, pasting, holding and using writing implements

## **LEARNING OBJECTIVES FOR FOUR AND FIVE YEAR OLDS**

- ...Spell and write name; identify letters of the alphabet; recognize some beginning and ending consonant sounds in words
- ...Rote count to twenty; rational count to ten; read, write and understand the use of Numbers to ten; one-to-one correspondence; matching; understand comparisons with the use of graphs
- ...Deal with simple opposites
- ...Identify similarities and differences in classification
- ...Understand time concepts relating to days of the week and names of the months
- ...Discriminate between and reproduce shapes
- ...Repeat four digits
- ...Say address and telephone number
- ...Encourage ability to sequence
- ...Bilateral discrimination; right and left; develop left-to-right progression
- ...Develop awareness of lacing and tying
- ...Develop awareness of how our senses enable us to learn about our world
- ...Observe the living and non-living world; conduct simple science experiments
- ...Introduce color words
- ...General Kindergarten readiness

The curriculum for each class is designed to provide a wealth of sensory activities that constitute experiential readiness for formal school instruction. The objectives outlined here are guidelines on which we base our classroom plans. Some of the behaviors may be beyond the developmental readiness of your child. Children are not expected to accomplish all objectives and are not pressured to perform skills. We make a wide variety of experiences available so that children may benefit from them as they become developmentally ready to do so. Do not be concerned if your child does not do some of the activities we plan. (As children mature skills and behaviors manifest themselves.) Preschool is for fun, friends and success!



As Christians, our love of our Lord is the basis for our relationship with your child. We hope to reflect His love for all of us. It is our desire that each child emerge from Pilgrim Lutheran with a favorable attitude toward learning, a good feeling about himself/herself, and most importantly, secure in the knowledge that he/she is a special child of God.

"Pilgrim Lutheran Preschool and Parents' Time Out 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs."





*Pilgrim Lutheran Preschool & Parents Time Out Staff*

*Tuesday Toddlers ..... Laura Murphy & Leslie Bruen*

*Thursday Toddlers..... Kerry Lett & Dorothea Schadow*

*Monday Twos .....Cheryl Hughes & Leslie Bruen*

*Tuesday/Thursday Twos.....Allison Jackson & Darcy Ericksen and  
Tonia Young & Kyla Ellender*

*Wednesday/Friday Twos .....Allison Jackson & Elaine Bedford*

*Mon/Wed/Fri Threes .....Maureen Jordan & Kathy Farrell*

*Mon./Tues/Thurs Threes.....Elaine Bedford & Patricia Novak*

*Tues/Thursday Threes... Karen Owens & Shelly Booth*

*Mon/Wed/Fri Fours .....Karen Samuelson & Dorothea Schadow*

*.....Elizabeth Selm & Laura Murphy*

*.....Jennifer Karmolinski & Tonia Young*

*Fives ..... Jackie Krupinski*

*Enrichment .....Karen Samuelson, Jenny Barrick, and  
Cheryl Hughes*

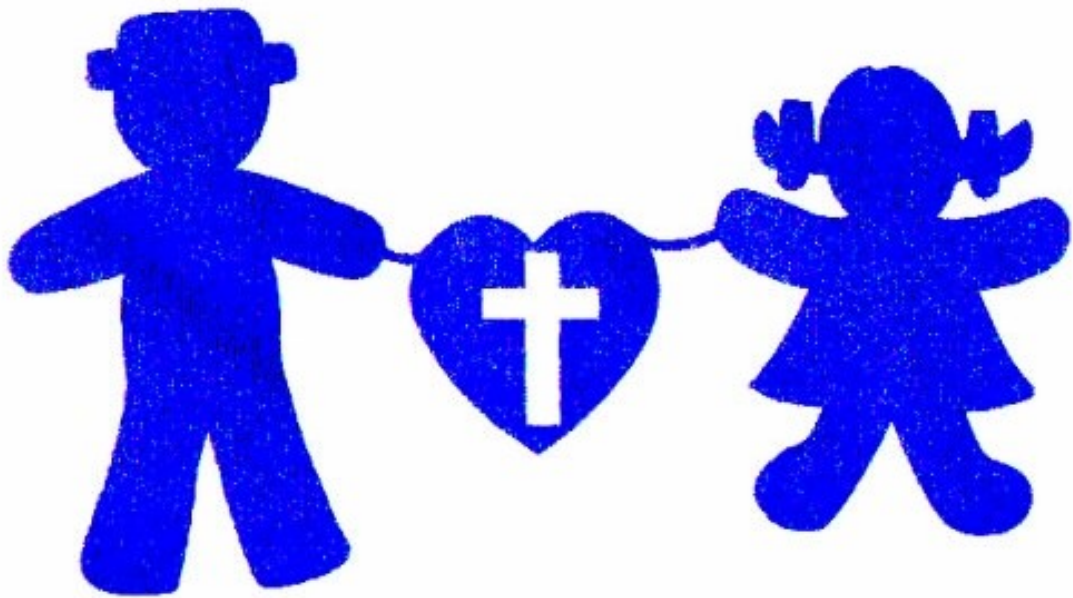
*Staff Support..... Susan Pyburn, Karen Owens & Darcy  
Ericksen*

*Music and Movement .....Mary Ellen Ball*

*Christian Story Telling .....Gloria Worth*

*Preschool Director ..... Amy Tucker*





*Children are a candle to be lit . . .*

*not a cup to be filled!*