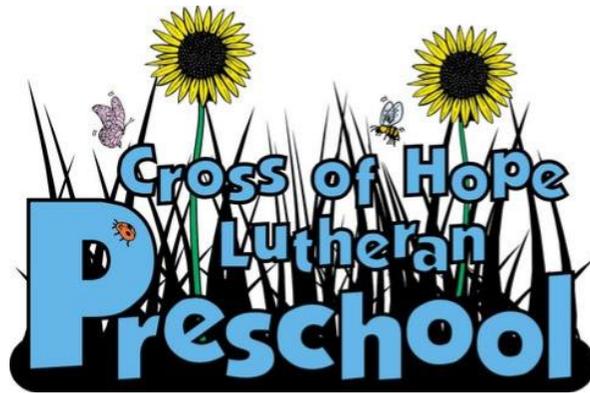


CROSS OF HOPE PRESCHOOL PARENT/STUDENT HANDBOOK 2020-2021



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

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Message from Pastor



May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit. Romans 15:13

Dear Faithful Families,

Thank you!

Your faith and hope in us during this time is received with humility and gratitude. We join the world in being marked by COVID-19 and have worked tirelessly to provide a place to continue our journey through life and faith together in as low a risk setting as possible. As the pandemic continues, our ability to adjust, understand, support one another and give grace will allow us to abound together in hope. Our hope is in God, and God is faithful!

Like all other things, this year will be different. Laura and I have already talked with our 1st grader and Preschooler about how things at school will look and feel different. From staggered drop off/pick up, to lunch in the class room: from smaller groups at recess. to digital chapel through updated technology; from daily health screening, to a separate *get well* room for anyone who may present COVID symptoms, we will work together to care for each other. We also share our kids' excitement and anticipation for what will feel familiar from loving and caring teachers, to excellence in learning; from sharing the day with old and new friends, to being wholly the kid God made and loves.

The faith community of Cross of Hope of which you are now a part of constantly holds our School Ministry in prayer. We are grateful for your presence with us along the journey, and we continue to care for one another as we navigate this time together. You are invited to worship with us online Sundays at 9am on our Facebook Page, YouTube Channel and at crossofhope.org or at 9am outside on our lawn or 11 am inside our worship space. We continue to follow all COVID-safe practices including keeping physical distancing, wearing masks, and frequent hand sanitizing. We also have small groups that are ready to welcome you and I am confident that as this year unfolds there will be other opportunities to be in community together.

I have been inspired by the work of so many faithful people in preparing to thrive in this unprecedented year. I am humbled and excited to share this journey with you and your children, and I look forward to experiencing God's love, life and grace together as we abound in hope by the power of the Holy Spirit.

Peace,

R.Adam Berndt
Pastor

Message from Director

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

Dear Cross of Hope Families,

Welcome to the 2020-2021 Academic Year at Cross of Hope School! I am so grateful we are on this journey together! I hope you have had a restful summer, enjoyed time together with your family and friends and are now ready for this new school year to begin. The classrooms might not look like they used to and we may only see each other's eyes and noses for a while but we are so fortunate to continue our walk together as we learn and grow into who Jesus is calling us to be.

Our church's founding verse reminds us that our God is a God of Hope. I am so grateful we are not alone on this very unfamiliar journey we now find ourselves on. The COVID-19 pandemic has brought with it so many new changes and I imagine, if you're like me, you often feel quite weary and overwhelmed by all of it. And, yet this Bible verse tells us that the Spirit empowers us to abound in hope!

It has been an incredibly busy summer at Cross of Hope School as we have been hard at work getting everything ready for both onsite and virtual instruction opportunities during this COVID-19 pandemic. As I've previously shared with you this will be a year of transition for Cross of Hope School. We are blending our PreK - 5th grades into ONE school. This is both exciting and daunting! Fortunately we have an incredible team of educators that is up for the task ahead of us!

The path ahead of us this year is uncharted. Please take time to thoroughly read our Elementary Handbook and Safety Plan. Allow yourself to become familiar with new school procedures and expectations. We recognize how fortunate we are to provide onsite instruction this year. It is my hope that we will be able to do so without interruption. It will be the responsibility of our entire school community to make certain all safety measures are understood and adhered to. Be sure to share them with your children and help them understand how important they are.

Abounding in Hope,

Debra Alba
Director of School Ministry

Debra Alba, School Director
Claudia Beck, School Support Specialist

897-1832
899-0928

Community Covenant

As members of the Christian community of Cross of Hope Lutheran Church and Schools, we commit, with the help of God, to relate to each other through Christ, and thus hold ourselves and each other to:

1. **Listen to each other** *"Let everyone be quick to listen slow to speak." James 1: 19*
2. **Respect the privacy of those who confide** *"A gossip goes about telling secrets, but one who is trustworthy in spirit keeps a confidence." Proverbs 11: 13*
3. **Challenge each other with the truth** *"Rather speaking the truth in love, we are to grow up in every way into Him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love." Ephesians 4: 15-16*
4. **Deal with people directly. Don't complain to others.** *"If another member of the church sins against you, go and point out the fault when the two of you are alone". Matthew 18:5*
5. **Strengthen each other** *"Speak only what is useful for building up ... so that your words may give grace to those who hear" Ephesians 4:29*
6. **Be gentle with one another** *"My friends, if anyone is detected in a transgression, you who have received the Spirit should restore such a one in a spirit of gentleness." Galatians 6: 1*
7. **Do not speak ill of others in the fellowship** *"Beloved, do not grumble against one another so that you may not be judged. See, the Judge is standing at the doors!" James 5:9*
8. **Do not judge each other** *"Therefore you have no excuse, whoever you are, when you judge others; for in passing judgment on another you condemn yourself, because you, the judge, are doing the very same things." Romans 2: 1*
9. **Pray for and with one another** James 5: 16
10. **Confess your sins to one another** James 5:16
11. **Forgive one another** *"Forgive, and you will be forgiven; give and it will be given to you." Luke 6:37b-38a*
12. **Freely participate in the Body of Christ according to your gifts and talents** *"As you go, proclaim the good news, "The kingdom of heaven has come near!" Matthew 10:7*

CROSS OF HOPE LUTHERAN SCHOOL

Cross of Hope Church and School Faith Statement

Cross of Hope Church and Schools Vision Statement: Loving God, Transforming Relationships, Serving Others.

Cross of Hope Church and Schools is part of the Church established through the Holy Spirit for Christ's disciples throughout the ages. We are orthodox and apostolic in this sense. We were once part of the Roman Catholic Church, but were separated from that church in the 16th century. At that time, Martin Luther and other reformers agreed to the faith of the Roman Catholic Church, as supported in Scripture, but rejected certain abuses of the faith. Our faith was summarized in documents called confessions. Chief among these writings is the Augsburg Confession, A.D. 1530.

As Christians our faith can be summarized below:

1. We believe in God, the Father, Son and Holy Spirit (Matthew 28:19-20).
2. We believe that Jesus Christ is God's Word to us through whom everything was made and through whose life, death and resurrection we have life. Jesus is Lord (John 1:1-2, 14).
3. We believe the Scriptures of the Old and New Testaments are the written Word of God. They are inspired and announce the good news in Christ Jesus. Scripture is the authoritative source and norm for our faith and life (2 Timothy 3:16).
4. We accept the Apostles', Nicene, and Athanasian Creeds as true reflections of the faith of the Church (Ephesians 4:4-7).

Cross of Hope School Mission Statement:

Cross of Hope School is a welcoming Christ centered community providing high quality education in a nurturing environment that respects each child's development.

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

Statement of Objective

We will provide qualified teachers, a rich environment and curriculum with developmentally appropriate activities that will allow children to grow and develop as unique individuals as well as strengthen them spiritually, intellectually, socially, emotionally and physically. We seek to instill in each child the foundations needed for success in school and a lifelong love of learning. We strive to develop a partnership with families that results in families' active

educational involvement and mutual respect between parents and teachers that support the child's growth and development.

Purpose and Goals

Cross of Hope Lutheran Preschool, a preschool for three- and four-year-old children is based on the following goals for early childhood ministry: Christian nurture mission outreach, quality education and community service.

Christian nurture sets our school apart from the secular preschool programs. Christian teachers and staff will be engaged in modeling Christian values for the children, as well as in direct teaching of Bible stories, songs, prayers, and other Christian teachings. Teachers will need to be practicing Christians who have thought out for themselves the relationship between Christianity and their daily lives. (Ephesians 4:1-6:18)

Mission outreach or evangelism is an important goal of the preschool. The preschool becomes a bridge between church and family. By involving our Pastor with the Director and the children, the connection with the church is made stronger. Children are the greatest evangelists we have in the church. (Matthew 28:19-20)

Following a developmentally appropriate curriculum designed to meet the spiritual, intellectual, social/emotional and physical needs of each child will provide quality education. Each child will be supported in his/her intellectual development through manipulation of materials and interaction with the environment, fostering curiosity, creativity, problem-solving and decision-making ability. Physical development is to be supported through the use of activities and equipment designed to build large and small muscle coordination. Children will be helped to become aware of the unique potentials and characteristics of self and others, plus develop a sense of self-worth. Through group interaction and acceptance, a positive self-concept will reflect God's love for all people. (John 13:34-35)

Community service is a goal for our community, heavily populated with young families with young children. The preschool will give our church a greater visibility and a greater range of influence. Research tells us that the greatest learning takes place during the first six years, and also that children who attend quality preschools simply fare better as they begin school. We want to provide this service to our community. To help the children learn that God is pleased when we help others, the preschool provides the

families with several opportunities to participate in community service projects. (1Timothy 6:17-19, Luke 21:1-4)

Quality Christian Family and school Education

Our preschool is committed to assisting parents in teaching their children the truths of God, a love for themselves and all people and the skills and knowledge necessary to equip them for lives of joy in service to our Lord. These truths are the foundation of our ministry:

1. All people are created by God. *“So God created man in his own image, in the image of God he created him; male and female he created them. God blessed them and said to them, “Be fruitful and increase in number.” Genesis 1:27-28*
2. Parents are the first teachers representing God to their children. *“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:5-7*
3. The Bible is the Word of God and the authoritative source on how we are to live our lives of faith on a daily basis. *“All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” 2 Timothy 3:16-17*

What can you expect in terms of Christian education for a three-, four-, or even a five-year old child? One way to answer this question is to let you know that our purpose will not be indoctrination, but rather will be very simple concepts about God which will be worked into everyday life of the school. Our purpose is that the children will learn to know God’s love through direct experiences, which is the way young children learn best.

Our American Lutheran Church Manual of Guidance for Preschools states, “The religious needs of preschool children require direct experiences so they can see, feel, taste, love and care. They need to be assured that they are important. They need to understand God’s love without having to verbalize or even think this understanding in words. Children may experience God’s love a thousand times in reality before they will even attach religious words to it. The preschool must promote the feelings in children that church is a place where people love me and I can be myself. Children learn the basic concepts of Christianity gradually. They develop an understanding of these concepts through experiences even more than through words. When they experience God’s love, they sense, feel, and know something beyond words.”

Basically, God will be introduced carefully to avoid confusion with Santa Claus or magic. Young children have trouble understanding abstract concepts. The children will be taught that: God is love, God created all living things and God cares about everyone. Jesus will be talked about as God's Son and our Special Friend. Concepts such as the Trinity and Resurrection will be introduced using age appropriate materials. They will learn that the church is God's family and there is a Pastor there who explains what God is like. The Pastor will help the children learn about and how to worship. Since much religion is "caught" rather than taught, young children acquire much of their knowledge about religion through the loving concern of their teachers, parents, and pastors.

They will celebrate Jesus' birth at Christmas and his life at Easter, as they think of new life when new baby animals are born and flowers bloom, etc.

Our school will focus on loving each other as God loves us, with teachers, parents and pastors modeling respect, encouragement, cooperation and forgiveness. They will also deal with the need to care for all of God's creation, including themselves.

The Bible will be introduced as a special book about God and they will hear Bible stories, sing simple religious songs, pray simple prayers and learn simple Bible verses.

Research shows that developmentally, preschoolers may still only be able to think of God in human terms. Thus, these are the years when the humans with whom they interact are able to provide that very crucial experience of love, which they will learn to know, is God!

Educational Philosophy

"Jesus said, Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven." Matthew 19:14

The preschool has been designed for children; it is above all else their school. The primary objective is to allow all children enrolled in our program to grow and develop as unique individuals. To accomplish this, the environment has been carefully prepared so that children can explore a variety of equipment and materials. We believe in providing a physical environment that is clean, safe, and oriented to children. Classrooms are arranged to offer challenging learning choices at a range of developmental levels. Activity (learning) centers allow children the opportunity to explore, to experience and most importantly...to succeed. From books and a writing center to blocks and dress-ups, from creative art projects to interesting science and cooking experiences, a child's choice of

firsthand experiences will be many and varied. Child-initiated activities will allow each child the opportunity to make discoveries or practice skills at his/her own pace.

Teacher-directed activities encourage children to experience new ideas and concepts in a concrete way. Our teachers plan a creative thematic plan through out the year that strives to accomplish all our spiritual and academic goals through planned learning time, exploration, and interaction with adults who serve as facilitators and role models. We believe that parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers and develop a partnership for the benefit of the child. We encourage daily communication between parents and teachers. Our doors are always open to parents at all times.

Children will be encouraged to learn self-help skills, such as hand washing and putting on coats. They will also be expected to help maintain the classroom by cleaning up after they finish an activity. In this way, children develop self-confidence in their abilities and learn to cooperate with their classmates.

By providing the children with many opportunities to develop social skills such as cooperating, helping, negotiating and talking about disputes, children begin to learn to solve interpersonal problems. The freedom to interact with others and to explore the classroom also encourages the development of problem-solving skills, independence and the ability to make choices.

Developmentally Appropriate Education

What is it? Child development means that children develop skills as they grow, mastering simple tasks before they go onto the more complicated ones, such as a baby learns to crawl before he walks. Developmentally appropriate education means that we structure the preschool classroom and activities around the developmental levels of three- and four-year-old children.

A six-month-old baby is developmentally unable to talk but is learning to talk by listening to others around her. Developmentally appropriate education for this child would involve talking to her, reading stories and just allowing her to be around grown-ups who talk to each other. **At three and four years of age, children are not developmentally ready to sit at desks and learn the mechanics of writing the alphabet or doing math problems, but if provided a rich environment, three- and four-year-olds will develop and practice skills that will carry them through life.**

How do we know what the development levels of a three- or four-year-old are? Our teachers are professional educators with degrees in child development and their combined experience working with children exceeds thirty years. They keep their education current by taking classes and attending annual conferences of the Association of Christian Schools International.

What does all this mean for my child in the classroom? It means that your child will be learning by doing. Don't expect to see children sitting at desks writing their letters or practicing math problems. These concepts are too abstract for three- and four-year-old children. Instead, expect to see children busy in the classroom. They will be learning cooperation by working together to build a wooden block structure, they will learn responsibility by being expected to pick up after themselves, and learn creativity through art, music and dramatic play activities designed to let them express themselves. No, we don't ignore the alphabet or arithmetic. But instead of drill work the children will be gluing beans to an outline of their names or helping count the number of children who came to school.

We believe this is the best way to teach young children. We present simple concepts and then give them plenty of opportunity for practice. There is lots of learning going on in our classroom and the children are "learning" that school can be fun. Children learn as the teachers serve as facilitators during this time of explorations.

Curriculum

The Cross of Hope Preschool staff has developed a comprehensive research based curriculum guide and assessment plan. While the curriculum guide and development plan are not fully completed, many aspects of it have been developed and are being implemented. Developmental Objectives have been completed which serve as the basis for curriculum implementation. Classroom activities are based on the COH Developmental Objectives and follow an outlined yearly concept calendar developed by the teachers. The following areas of development are covered by the Cross of Hope Preschool Developmental Objectives:

- Spiritual
- Physical Development, Health and Well-Being
- Literacy
- Numeracy

- Aesthetic Creativity
- Scientific Conceptual Understandings
- Self, Family, and Community
- Approaches to Learning

Assessment and Parent Conferences

One parent conference is held during the school year. This conference is scheduled during the spring. A sign-up sheet will be available at the preschool two weeks prior to the conference week. A Progress Report is sent home in the fall with general information on how your child is progressing. Individual conferences may be scheduled at any time, if so desired by the staff or parent.

Children are assessed in each area of development based upon the Cross of Hope Preschool Developmental Objectives. Assessments take place throughout the year and are shared with the parents at the Parent/Teacher Conferences held in the spring. A Student Portfolio is created for each child and is sent home at the end of the school year..

Guidance/Discipline Policies

“Children, obey your parents in the Lord, for this is right. Honor your father and mother (this is the first commandment with a promise) that it may be well with you and that you may live long on the earth.” (Ephesians 6:1-3)

Guidance is an essential teaching part of the classroom and is not viewed as punishment. Guidance is used to help children learn self-control, to help develop their self-esteem and a regard for and acceptance of others in the classroom.

The following techniques, as outlined by the National Association for the Education of Young Children will be used:

1. Guide children by setting clear, consistent, fair limits for classroom behavior.
2. Value mistakes as learning opportunities.
3. Redirect children to more acceptable behavior or activity.
4. Listen when children talk about their feelings and frustrations.
5. Guide children to resolve conflicts and model skills that help children to solve their own problems.
6. Patiently remind children of the rules and their rationale.

Expulsion Policy

Our preschool will work to provide a safe environment for all children present. It is our policy to work with each child, within the structure of our guidance policy, through problematic behaviors. If a child's behavior is disrupting the safety and/or educational environment the parents/guardians will be contacted to assist in resolving the issue. In some cases, we may ask that the child be taken home for the remainder of the day. If a child exhibits behaviors, which cannot be corrected, a referral to outside organizations will be made. With your consent as the parent, these agencies will help give techniques/strategies to work through the behaviors successfully.

If the child does not show progress toward the elimination of disruptive behaviors, he/she will be subject to disenrollment to find a more suitable environment for the child. One week's written notice will be given to the child's parent(s)/Guardian(s) if disenrollment actions are recommended. If a child is harming teachers or other children, we reserve the right to shorten notice as needed for safety.

Attendance Information

The preschool classes are:

Three Year Olds Ladybugs T/Th:

8:30 - 12:30 p.m.

Four Year Olds Busy Bees

Two days a week

8:30 -12:30

Three days a week

8:30-12:30

Four days a week

8:30-12:30

Five days a week

8:30-12:30

Teachers are prepared to take your child when class starts, not before unless they are registered for early care. The preschool gate will be unlocked for drop off and locked

back again at 8:40am and will remain locked until pick up time. If you arrive after 8:40, you will need to enter through the main church building where you will be escorted out to the preschool. The gates are kept locked to ensure the safety of our children and our staff.

Your child will feel more comfortable if you arrive to pick them up promptly. A late fee of \$10.00 will be charged to every 10-minute period (or portion thereof) after 12:40. If a parent has not arrived to pick up a child 10 minutes after the class is over, the teacher or director will attempt to contact the parents at home and work. If neither parent can be reached, the teacher or director will call the emergency contact listed on the registration form. Children not picked up will remain in the care of the teacher or director at all times until either the parent or an authorized person arrives to pick up the child.

If your child is absent due to illness or vacation, the full monthly tuition is still required. If your child will be absent from preschool for any reason, please notify the preschool office by 8:30am of the day your child will be absent.

Withdrawal

A thirty-day written notification prior to withdrawal is always required. In the absence of this written notification the following month's tuition is required.

Authorization to Pick Up Your Child

No child will be released to a person not authorized by a parent to pick up the child. We must have written or verbal authorization from the parent and identification will be required of this designated person.

School Cancellations

The preschool will follow the A.P.S. snow days schedule. Snow days will be reported on the television.

The schedule will be as follows:

A.P.S. cancelled:	Preschool cancelled
A.P.S. delayed:	Classes begin at 10:30 and end at regular dismissal time.

If it is your child's Special Person day on a day that school is cancelled, your child will be scheduled to be Special Person the following month if possible. There will be no make-up classes offered on days the preschool must be cancelled due to weather or other

unforeseen circumstances.

Admission Policy

Children are eligible for admission if they meet the following requirements:

1. Three Year Old Class: Must be three years old by September 1 of the school year attending.
Four Year Old Classes: Must be four years old by September 1 of the school year attending.
2. Completely toilet trained. (see Toilet Trained Policy)

Once a class is full a waiting list will be created and families will be notified of vacancies on the basis of their position on the list.

Financial Information 2020-2021 school year

To register: Complete registration forms, pay a non-refundable registration fee of \$200.00. Make arrangements for tuition payment in accordance with the Tuition Payment policy stated below.

Tuition:

1. T/Th Threes Classes: 8:30-12:30 \$2,300/year or 10 payments of \$230/month
2. Four Year Old Classes:
Two days a week 8:30-12:30 \$2,300/year or 10 payments of \$230/month
Three days a week 8:30-12:30 \$3,000/year or 10 payments of \$300/month
Four days a week 8:30-12:30 \$4,000/year or 10 payments of \$400/ month
Five days a week 8:30-12:30 \$5,000/year or 10 payments of \$500/month

Tuition Payment Policy

All families shall be expected to make tuition payments according to one of the following payment plans (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:

1. Full payment. Under this plan, the entire amount of tuition is paid directly to the Cross of Hope Lutheran Preschool office or debited in July through the FACTS Tuition Management Plan.

2. Two Semester payments, one in July and one in January through the FACTS Tuition Management Plan.
3. Monthly Payments. Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will complete a FACTS agreement form upon registration to authorize the automatic monthly payments on the 5th or 20th of each month.

Late Registrations

Families registering after July 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according a formula.

Facts Tuition Plans.

Preschool families who choose the payment plan through FACTS Tuition Management and miss a payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, preschool families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specifications of this policy.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the School Director as soon as possible when they are experiencing economic difficulties.

If your child is absent due to illness or vacation, the total monthly tuition is still required, as stated on the enrollment contract.

Licensing

Our program is licensed by the Children, Youth and Families Department of the State of New Mexico. A copy of the State Regulations has been given to all employees for

their review. Copies of the State Regulations and our license are also posted in each classroom. Our licensing review process occurs every May.

Accreditation

Our program is accredited through the Association of Christian Schools International. We are a 5-star rated school, the highest rating awarded by the Children, Youth and Families Department of the State of New Mexico. Our current accreditation term is from July 1, 2019 through June 30, 2024.

Health and Safety

Immunization Policy

All children attending Cross of Hope Preschool must be current in all immunizations required by the Department of Health. Required shots should be scheduled by the date the shots are due. A copy of your child's current immunization record with the physician's signature **must** be on file at the school **NO LATER** than the first day of school. Children will not be admitted to the preschool without proof of current immunizations. Immunization records must be kept current with the preschool office at all times. A copy of the New Mexico Childcare/Pre-School/School Entry Immunization Requirements can be obtained from the NM Department of Health.

Parents of children who are on a delayed immunization schedule must provide the preschool with a current copy of their child's immunizations along with a letter from the child's pediatrician stating the reason for the delay and the dates the required missing immunizations will be administered.

Parents of children who choose to not have their child immunized **must** obtain a state approved Certificate of Exemption. The Certificate of Exemption **must** be on file at the preschool **NO LATER** than the first day of school. There are no exceptions. The Certificate of Exemption can be obtained from the NM Department of Health.

It is the responsibility of the parents to keep the preschool informed of immunizations. If parents do not comply with the required immunization documentation, the child will no longer be able to attend the preschool

Sick Child Policy

We cannot accept a sick child. Please keep your child home if there are or have been within the past 48 hours indications of:

- **a fever (100.4° or above)**
- **a bad cold**
- **a heavy nasal discharge**
- **a constant cough**
- **diarrhea and/or vomiting**
- **pink eye-child must be on antibiotics a full 24 hours before returning to school**
- **an undiagnosed rash**
- **the symptoms of a communicable disease.**

Please note that we do not have a school nurse. If your child becomes ill at any time during school hours, you will be contacted. Your child will be cared for in the get well room until you arrive. All children are expected to go outside at playtime if weather permits. If your child is too ill to go outside, s/he should not be at school.

Medications Policy

All medications must be brought to the preschool office by the parent and accompanied by a written statement from the appropriate medical professional. Do not send medications to school with your child. All medications are kept in a locked cabinet as required by state law. All medication must be in original containers with child's name, medical professional's name, along with clearly visible written instructions, including the name of the medication, the dosage, and the hours and dates the child should receive the medicine. A Request to Give Medication form must be filled out and signed by the parent. These forms are available from the director. We do not have a nurse on site and the only allowed medications are life-sustaining medications.

Emergencies/Accidents Policy

A completed registration form with medical and emergency information is required. In case of accidental injury, we will try to contact a parent immediately. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or the

paramedics. Until the arrival of a parent, the physician, an ambulance or paramedics, the director, teacher, or assistant will be in charge and make decisions about the care of your child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The school will maintain a parent's signed consent agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on the telephone numbers and other pertinent information. Please notify the school IMMEDIATELY if changes occur. All Cross of Hope School staff are trained annually in CPR and First Aid.

Abuse/Neglect Policy

As a licensed preschool in New Mexico, we are mandated by law to report any suspected neglect, physical, sexual or emotional abuse to the Human Services Department.

Emergency Preparedness Plan

Cross of Hope Church and School has an emergency plan in place in compliance with New Mexico State licensing regulations. You may receive or review a copy of our emergency plan. In the case of an emergency, teachers will implement the Cross of Hope Emergency Plan.

Evacuation Sites:

1st Evacuation Site – Taylor Ranch Community Center
4900 Kachina NW 505-768-6006

2nd Evacuation Site – Mesa View United Methodist Church
4701 Montano NW 505-898-3506

Cross of Hope School uses the REMIND system to notify parents of emergency situations, either evacuations or lockdowns and where and when to pick up your child. All parents must sign up in the preschool office for the REMIND system prior to the first day of school.

In the event of an emergency that prevents us from providing school that is deemed as unforeseeable and the following steps are taken:

- The preschool will be closed

- The necessary steps will be taken to rectify the situation depending on the nature of the emergency
- Parents will be notified of the situation and advised that school will resume when the situation is rectified
- School will resume once the emergency situation has been rectified and it is deemed safe for students and staff to return

Allergy, Health, Special Need or Medical Condition

Cross of Hope of Hope School will not discriminate against children with allergies, health, special needs or medical conditions. If your child experiences any of these conditions you will need to inform us. To assess whether we are able to adequately care for your child in our environment, we may request a meeting with both parents prior to enrollment. If your child is admitted to Cross of Hope Preschool, the director will ensure that all state mandated forms and protocols are on file in the preschool office. So that the special needs of your child are fully understood, the director, classroom teacher and educational assistant may request a meeting with both parents (or guardians) prior to or soon after admittance to determine the safest and most appropriate course of action while your child is under our supervision. Parents (or guardians) may be asked to provide documentation from the appropriate medical professionals.

Toilet Trained Policy

All children who attend Cross of Hope School must be fully toilet trained. Our policy is as follows:

- Children wear regular children's underwear (no pull ups allowed).
- Children are able to control their bodily functions for extended periods of time.
- Children are able to verbally tell the teacher when they need to go to the bathroom.
- Children will take initiative to go to the bathroom on their own during times of free play.
- Children are able to care for their clothing as much as possible. (pulling down and up pants/panties, etc.)
- Children are able to wipe themselves and flush the toilet under normal circumstances.

Cross of Hope School will make reasonable accommodations for children with special needs, however, under normal circumstances there are no exceptions to this policy. If it becomes evident that a child is not fully potty trained, he/she will need to be dis-enrolled.

Custody/Visitation/Legal Status

It is the policy of our center that the parent / guardian who enrolls a child in our program must provide documentation concerning any legal status issues: guardianship, visitation, restraining order, powers of attorney, court orders, CPS orders etc. The school will enforce any legal document but will not prohibit a parent access to a child without proper authority. The enrollment form must accurately represent the correct names and status of the parent / guardian. During the course of enrollment at our center, it is the obligation of the parent to notify the center of any change in legal status of the child / parent relationship and provide legal documentation which verifies the change in status.

First Day of School

Frequently, both parent and child are a bit nervous about the first day of school. To help both of you feel more comfortable, there will be a scheduled OPEN HOUSE prior to the beginning of school so your child can become familiar with the environment.

When you are ready to leave, say, "Good-bye," (do not sneak away) and leave. Drawn-out or repeated "good-byes" can make your child think that you have doubts about leaving him/her in school. The teachers are experienced in handling any crying in a gentle and reassuring manner. Feel free to call later in the class time to check on how your child is adjusting.

Your Child's Day at School

For your child's safety and security, you will be required to sign your child in and out and establish eye contact with a preschool staff member both before and after school.

The following is a general flexible outline of the daily program:

- Group time, to say, "Hello," and discuss the day's activities
- Outdoor Time
- Self-selection/small group activities
- Clean-up

- Storytime
- Snack/Lunch
- Music/motor
- Outdoor play
- Chapel

What to Wear to School

Please have your child wear clothes that will be appropriate for active work and play. Think of your child's comfort, and provide simple clothing free of complicated fastening. Think of the messy art materials and other messy activities, and provide clothing that is washable. Please have your child wear shoes that are sturdy and appropriate for running and climbing. Open-toed sandals, flip flops and dress shoes make it difficult for your child to play safely on the playground so we ask that your child wear sneakers or other comfortable closed toed shoes to school.

For those children in a Three Year Old class we ask that you send an extra change of clothes which can be kept in his/her cubby. This is particularly important if your child has just attained toilet training. Most children feel better if they have their own dry clothing to change into when "accidents" occur. Extra clothes are also kept on hand in the preschool.

Special Person Day

Each child is given several opportunities throughout the school year to be the "Special Person" of the day in the classroom.

If it is your child's Special Person day is a day that school is cancelled, your child will be scheduled to be Special Person the following month if possible.

Lunch and Nutrition

All children will need to bring in their own packed lunch.

Teachers cannot stress too strongly the need for healthy and nutritious food at lunch time. Foods should contain as few unnatural preservatives and as little sugar or honey as possible. A variety of foods are also encouraged, for school can be a good place to introduce different kinds of food and nutrition. There will be opportunities for your child to "cook" nutritious foods as part of our curriculum. Parents of children who have special

dietary needs may provide written permission to exempt their child from the requirements if necessary due to such special dietary needs.

Our lunch policy is that **no peanuts, nuts or peanut products (peanut oil)** will be allowed. We maintain this policy due to the increasing number of children who have a **life-threatening** allergy to peanuts and nuts.

Birthdays and Holidays

We celebrate each child's birthday. When we make up the Special Person assignment sheet, we try to make sure that you will be assigned on or near your child's birthday. If there is an oversight, please let us know. In view of our policy to serve only nutritious foods, and the alarming statistics on childhood obesity, please do not bring edible treats for your child's birthday or holidays.

If you are planning a party after school at your home or elsewhere, you are asked to mail the invitations rather than handing them out at school, so that no child feels left out.

Graduation Ceremony

At the end of the year we hold a graduation ceremony for the four year olds who are going off to kindergarten. Only those children going off to kindergarten participate in the graduation ceremony. All the children will be able to participate in classroom end of the year celebrations.

Parent Volunteers

At this time due to COVID-19 we will not be having parent volunteers.

Sibling Policy

At this time due to COVID-19 we will not be having siblings allowed in class.

Class Lists

To protect the privacy of families, class lists will not be distributed in the cubbies. We know that parents like to be able to call each other to arrange play dates, car pool and extend birthday party invitations therefore you may obtain a list of names and phone numbers of your child's class from the preschool office. Class lists may only be used for scheduling play dates, for carpooling, for extending party invitations, for COH sponsored

events, etc. Class lists may not be used to solicit sales of any kind or for political purposes. You will be required to sign the Class List Policy Agreement form before receiving a class list. Parents must give permission for their names and phone numbers to be released to the other parents in their child's class.

Cubby Policy

The teachers and administrative staff distribute newsletters, activity and snack calendars in the classroom cubbies. Information distributed in the children's cubbies is at the sole discretion of the school director.

Notice of Non-Discrimination

Cross of Hope Lutheran School admits students of any race, color, and national or ethnic origin.

Confidentiality

Cross of Hope Lutheran School will keep all children's records confidential and will not share them with any outside person or agency without parental consent. We expect families to abide by these guidelines and not share personal information about other families or teachers within the preschool program.



Ladybug Daily Schedule

- 8:30 am ****Children sanitize hands as they walk through the door.**
****Then go to sink and wash hands with soap and water.**
 Self-Selective Play
- 8:50 Tidy Up
- 9:00 Carpet time, Devotion and Prayer
- 9:20 Line Up, Outside Time
- 9:50 Come In
****Come in, wash hands together,** bathroom time, and drinks of water
- 10:00 Brain Break/Stretches
- 10:15 Planned Activity/Self Selection
- 11:00 Tidy Up
- 11:00 Story /Song
****Wash Hands**
- 11:20 Lunch
****Wash Hands**
- 11:50 Tidy Up / Line Up
- 11:55 Outside Time
- 12:20 Line Up to go inside
****Come in and wash hands together**
- 12:30 Home



Busy Bee Daily Schedule



8:30-9:00 am	Drop off/ Sanitize/Wash hands
9:00-9:30	Circle Time
9:30-10:00	Self Selection/ Small Groups 1
10:00-10:20	Outside
10:20-10:25	Wash Hands
10:25-10:55	Self Selection/ Small Groups 2
10:55-11:20	Outside
11:20-11:25	Wash Hands
11:25- 12:00	Lunch
12:00-12:05	Wash Hands
12:05- 12:15	Story Time
12:15-12:30	Goodbye Circle/ Wash hands/ Release to parents

**CROSS OF HOPE SCHOOL
2020-2021 Calendar**

September 8 or 9	First Days of classes
October 8 and 9	Fall Break-no school
October 12	Teacher In-Service-no school
October 14 and 15	School Pictures
November 3	Election Day-no school
November 25-27	Thanksgiving Break-no school
December 21-January 3	Christmas Break-no school
January 4	Teacher Work Day-no school
January 5 or 6	First days back for children
January 18	Martin Luther King Day-no school
February 15	President's Day-no school
February 16	Teacher In-Service-no school
March 11 and 12	Parent Teacher Conferences-no school
March 29-April 4	Spring Break-no school
April 16	Teacher Development-no school
May 27	Last Day of School for T/TH preschool classes
May 28	Last Day of School for M/W/F preschool classes