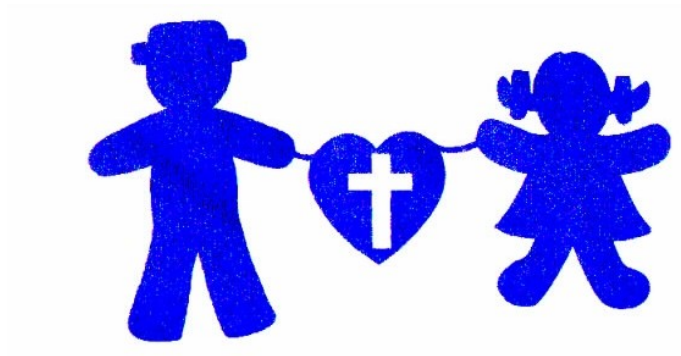


Pilgrim Lutheran Preschool  
And  
Parents' Time Out

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

(317) 846-6132

[preschool@pilgrimindy.org](mailto:preschool@pilgrimindy.org)  
[www.pilgrimlutheranpreschool.com](http://www.pilgrimlutheranpreschool.com)  
Instagram: pilgrims\_picassos  
Facebook: Pilgrim Lutheran Preschool



*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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## 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 so 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. "Early Bird" will be available each morning between 8:00 and 9:00, with a charge of \$5 per child per morning. Early Bird drop off is NOT a regular preschool classroom situation, but will simply be childcare 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 drop the child's school bag/folder/lunch/jacket in their cubby on the way to the church nursery (the last room on the left at the far end of the hall). They will be taken by the staff to their proper classroom by 9:00.

## Extended Day Guidelines

Extended Day is a program offered by our preschool – Monday through Friday from 12:30 – 2:30 or 12:30 – 3:30. Information and guidelines for participation in the program follow:

- Children in the 2s classes and up are eligible to participate. Children in the toddlers class are not eligible. **Children are allowed to bring one small blanket or towel if they choose to. NO TOYS, PILLOWS OR STUFFED ANIMALS PLEASE!**

- The cost of Extended Day is \$15 per child/per session until 2:30 and \$20 per child/per session until 3:30. You may sign up, on a daily basis, via Sign-Up genius. Sign-up links will be emailed regularly throughout the year for upcoming weeks. Extended day/Early Bird drop off bills will be emailed the 1<sup>st</sup> week of the month for the previous month's stays. Payment will be due by the 15<sup>th</sup> of each month.
- Pick-up for Extended Day is 2:30– 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. After 3:30, you may be charged \$10 for each 5 minutes you are late.
- If you have questions about the Extended Day program, please feel free to call the school at 317-846-6132 . . . or email at [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 in the preschool entryway (**PLEASE mark in the memo what the check is to cover**). Both types of payments should be left in that 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**.* Sorry, we do NOT accept credit cards, however you may set up automatic bill-pay with your own financial institution.

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 parents' 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 the office 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.

### Transportation

**ARRIVAL:** Everyone should bring their child in through the preschool entrance to the building. If you arrive prior to 9:00 AM, please 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. Please pull through so that everyone is parked facing the field to avoid backing up if possible while small children are**

*in the parking lot.* We will unlock our door for your entrance at 8:50 a.m. and the door will be locked again at 9:30 a.m.

**PICK UP - Carpool:** 3's, 4's, and 5's will be picked up in the carpool line *which goes around the playground side of the building.* Each family is assigned a carpool number. **PLEASE** display that number from your side window, being careful that it is not behind your driver's side mirror. It must face 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 office for additional numbers. ***After the children are loaded into the vehicle, please pull around front to the parking lot to buckle up*** ---this enables us to load the children in a shorter period of time, which is very important to keep the line moving, especially on rainy or cold days.

**PICK-UP OF TODDLERS AND TWOS:** These children will be picked up inside – in their classroom. Please Park and enter the building through the preschool entrance. If you have an older child AND a toddler or child in the 2s class, you will pick BOTH children up inside. Pick up the youngest child first and then collect your older child who will be waiting with a staff member on the bench at the preschool entrance.

### **Late Pick-up**

Regular school day: If you are late picking up at 12:30, at 12:38 your child will be taken to the extended day program, and you will be charged a \$10 late fee (or for extended day if your child stays past 1:00). *Our school has no staff to provide care after 3:30!*

### **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 5 minutes. 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. WE WILL ASK TO SEE PHOTO ID. THIS POLICY IS FOR YOUR CHILD'S PROTECTION.**

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

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

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

- 1) Their Pilgrim school bag (NO Backpacks please ... only Pilgrim bags are acceptable.) *Please do not allow children to bring toys or other items from home not asked for by teachers in their schoolbags.*
- 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 is a peanut and tree nut free school. Label foods or send packaging ingredients so the teachers know they are safe.**
- 4) Disposable diapers clearly labeled with your child's name, and a change of seasonally appropriate clothing (including socks and underwear for the potty-trained group). – Shorts are not fun in winter!

**HEALTH FORMS** - A medical form, along with an up-to-date immunization record from your child's pediatrician must be provided to the preschool upon registering for the first time.

**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 potty trained before entering the 4s class.

### **BIRTHDAYS AND PARTIES**

We like to celebrate children on their special day. If you wish to send a treat for your child's celebration, please check the safe snack list and make sure anything you send does not have a nut warning on the label. Teachers will have sign-up sheets available for special treat days and may assign general special snack days. Please check your child's class information sheet for more information. **NO home baked items** are allowed for parties or special snacks because of possible cross contamination from nut items.

### **VOLUNTEERS**

Teachers will provide sign-up sheets for any volunteer opportunities.

*Are you able to be a substitute?* Please see the office to be on our substitute list. A background check is required. This is a good way to see if you'd be interested in a teaching job with Pilgrim some day! ☺

### **WINTER WEATHER**

If Carmel Clay schools are closed for inclement weather, we are closed also. When Carmel Clay Schools are delayed or switch to e-Learning, 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 and school will begin at 10:00 a.m.**, with early drop off starting at 9:00. This information is put on the preschool's **Facebook** page (Pilgrim Lutheran Preschool), and **Instagram** page (pilgrims\_picassos). We will also try to post on our website- [www.pilgrimlutheranpreschool.com](http://www.pilgrimlutheranpreschool.com), and send an email. Please continue to check back as weather conditions may change. There have been occasions in the past where a delay has changed to a closed status.

### **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 Aug. 1 and the Tuesday class is children who are 18 mo. by Aug. 1. Preschool classes are held for children who are two, three, four, and five-years-old (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, visitors 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!

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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."

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

*not a cup to be filled!*

