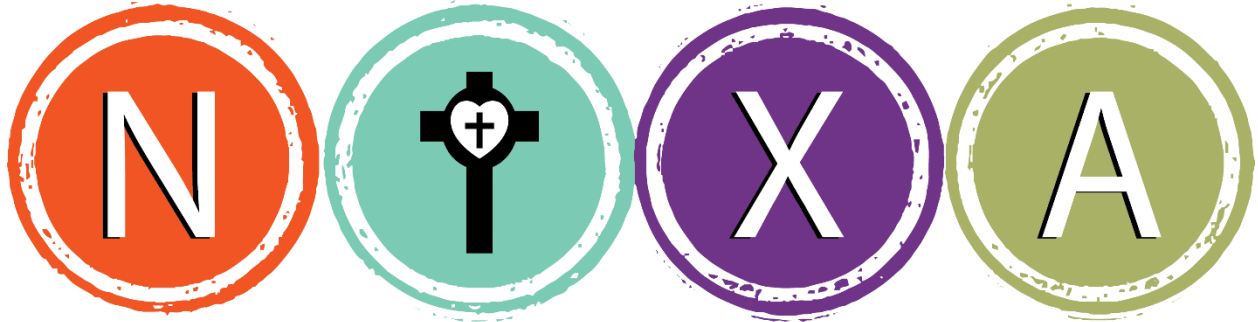


# Redeemer



# Preschool

911 W Mount Vernon  
Nixa, MO 65714  
417.725.4288

## Parent Handbook 2024-2025

**No handbook serves to contractually bind Redeemer Nixa Preschool in any way. Handbooks are subject to change without notice by the school's governing body, the Redeemer Nixa Preschool Committee.**

## **MISSION STATEMENT**

Redeemer Nixa Preschool strives to nurture God's children as they grow and prepare for school. We aim to create a love for Jesus, a love for learning and a love for each other. Redeemer is committed to providing a safe place for preschoolers to grow socially, emotionally, academically and spiritually.

"All of your children will be taught by the Lord and great will be their peace." Isaiah 54:13

## **PHILOSOPHY**

Our Christ-centered preschool program provides developmentally appropriate activities in a hands-on, play-based learning environment where children can grow socially, emotionally, physically, and intellectually.

Our pre-kindergarten program, while similar in nature to our preschool, focuses more on kindergarten readiness and promotes shared and independent learning in a math and literacy-rich environment.

## **STATEMENT OF BELIEF**

Redeemer Nixa Preschool is a ministry of Redeemer Lutheran Church, a congregation that is part of The Lutheran Church - Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the history, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone (Eph. 2:20). With the universal Christian Church, The Lutheran Church - Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity - Father, Son, and Holy Spirit - are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of Biblical doctrine, our congregations and their ministries agree to conform all their teaching and practice to the Scriptures and Confessions.

The Synod "is not an ecclesiastical government, exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the "principle legislative assembly" of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the

implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws - which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod - and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of this Redeemer Lutheran Church govern our decision-making and policies. A copy is available upon request.

### ***Statement on Marriage, Gender, and Sexuality***

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1. Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Redeemer Nixa Preschool as part of the local Body of Christ, and to provide a biblical role model to the Redeemer Nixa Preschool students, families, and the community, it is imperative that all persons employed by Redeemer Nixa Preschool in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21); Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Redeemer Lutheran Church and its ministries.

### ***Statement on the Sanctity of Human Life***

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139). P

## FACULTY AND STAFF

Name	Title	Contact
Mrs. Jessica Homrighausen	Preschool Director	npdirector@rlcmail.org
Mrs. Connie Hoskins	Pre-Kindergarten Teacher	choskins@rlcmail.org
Mrs. Megan Lightwine	Preschool Teacher	milightwine@rlcmail.org
Mr. Rich Hoskins	Pre-Kindergarten aide	rhoskins@rlcmail.org
Miss Ella Gray	Preschool aide	egray@rlcmail.org

## NONDISCRIMINATION POLICY

Redeemer Nixa Preschool admits students of any race, color, nationality, or ethnic origin to all the 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, or ethnic origin in the administration of its educational policies, athletic, and other school administered programs.

## ENROLLMENT

To enroll into our preschool program your child must be 3 by August 1<sup>st</sup> to start at the beginning of Fall Semester. Children must be fully potty-trained and self-sufficient in the bathroom. A child must be 4 years of age by August 1<sup>st</sup> for the pre-kindergarten class. We will need a birth certificate and up to date immunization record before your child may attend classes.

## TUITION POLICY

Tuition is charged monthly starting in August and ending in May. Tuition is due on the first of each month. If not paid by the 15<sup>th</sup> of the month, a late fee of \$25 will be charged. If the account is not paid in full by the 10<sup>th</sup> of the following month, and arrangements have not been made with the director, the student will be unable to attend classes until the account is current. Contact the director with any special payment arrangement requests.

We encourage using automatic withdrawal for tuition payments through a checking account, or credit/debit or FSA card. This can be done through Redeemer Lutheran Church website at [www.GrowShareCare.org](http://www.GrowShareCare.org). Simply click on Nixa Preschool and then the button that says Pay Tuition. You can set up recurring payments for your tuition amount and choose which day between the first and tenth of the month to have your payment taken out of your account.

You can also do this directly through the Brightwheel website, [www.mybrightwheel.com](http://www.mybrightwheel.com), or by using the Brightwheel app on your mobile device. When using a credit, debit, or FSA card through Brightwheel, a processing fee of 2.95% applies. If using a bank account for ACH transfer each month, an ACH fee of 0.6% applies, with the minimum fee being \$0.25 and a \$2.00 maximum ACH fee.

If you choose not to enroll in auto-pay, you can make a one-time payment through Brightwheel using a bank transfer or credit/debit card payment. Tuition may also be paid by cash or check in-person, but we cannot run a card in the office for you. Please make checks payable to "Redeemer Lutheran Church" and write your child's name/preschool in the memo line. Please deposit the payment in the tuition mailbox found outside the Preschool classroom or give to the director directly. There is a \$35 fee for returned checks.

Tuition is calculated as a yearly rate and split into monthly payments. You can choose to pay up front or pay several months at a time.

\*Due to a later start day, August tuition will be half of the normal monthly cost, and will be due by the first day of school. Tuition amounts will not be prorated for holiday breaks, weather-related closings, or time missed due to illness or vacation.

**Other Fees:** There is a one-time, yearly, non-refundable registration fee of \$200 due at the time of enrollment. This secures your spot in the program, as well as covers supplies to be purchased by the teachers (no other supplies need to be purchased). This can also be paid via check/cash or online, and must be paid at the time of enrollment to secure your child's spot in the program.

## COMMUNICATION WITH PARENT

Communication between home and school is a priority. The following methods will be implemented:

- **Brightwheel Application:** We are excited to introduce Brightwheel to our families as a way of feeling connected to their children throughout the day. Parents will submit an email address upon registration, and we will send an invite to their emails through the Brightwheel website, where each parent can create their own account, where they can receive photos, notes about their child's day, and other communications from the staff, whether it be an accident report or an announcement about an upcoming event at school. We highly recommend that at least one parent has an account on Brightwheel, if not both, in order to receive important announcements (such as school closures due to weather, etc).
- **Check the Backpack:** Important flyers will be given in your child take-home folder, as well as artwork, book order forms, etc.
- **Email Communication:** The preschool does not plan on utilizing email frequently as a communication tool, unless prior arrangements are made with the director. The majority of letters will be sent home, or found in the Brightwheel app.
- **Parent-Teacher Conferences:** Conferences will be held twice a year, in the fall and spring. The child's development will be assessed, and we will offer you the chance to raise any concerns you may have. Teachers will be available for special conferences as the need arises during the year.

## DROP OFF and PICK UP PROCEDURE

### 8:00 AM Drop-Off

Car line will be offered for preschool drop off from 8:00 – 8:15 on the east side of the building under the awning. A member of the staff will come out to each vehicle and receive the child, and walk them into the building.

Between 8 AM and 8:15 AM, if parents wish to walk their child into the building themselves, they may do so by using the same door as drop-off (east door). They should park in the parking lot at either the front or rear of the building, and bring their child up the sidewalk and safely into the building. We kindly ask parents to refrain from parking in the drop-off line to walk children into the building, as it would delay the flow of the line.

If arriving past 8:15am, parents may use the Brightwheel app to notify the staff of a late arrival. When they arrive, they will use the doorbell at the rear of the building, in order for one of the staff to allow their entry.

### **Pick-Up at 12:30**

Car line will be offered for preschool pick-up at 12:30 on the east side of the building under the awning. Parents will be provided with a name card to display in vehicles for identification. Please hang the card from your rearview mirror. During carline, your child's teacher will bring your child to your vehicle and put them in their car seat. We are not able to buckle your child in, so if your child needs help buckling in safely, please pull around to the front of the building to park and assist your child. Please do not get out of your vehicle in the carline to buckle your child in, as this delays the flow of the carline.

**If someone other than a parent is picking up your child in the car line, that person must be on the authorized pick-up list, or prior parent approval must be given to the director.**

If parents wish to walk in and retrieve their children themselves, they may do so by using the same door as drop-off (east door). They should park in the parking lot at either the front or rear of the building. Again, we kindly ask parents to refrain from parking in the drop-off line to walk children into the building, as it would delay the flow of the line.

## **RELEASE OF CHILDREN**

We consider your child's safety to be of the utmost importance. Redeemer Nixa Preschool maintains a set of safety procedures designed to ensure that your child is released only to the proper individuals, chosen by you.

Your child's enrollment form includes a list of individuals who are permitted to pick up your child from school. Any person you authorize to pick up your child must present a valid driver's license or picture ID before your child will be released to them. Only listed persons on your form will be allowed to pick up your child, unless the director is given prior **written** notice, either via email, or through Brightwheel.

If custody and/or guardianship arrangements prevent one or both parents from picking up a child, please notify staff in advance so that appropriate paperwork will be on file to allow us honor those arrangements. Without appropriate paperwork stating otherwise, we are required to release children to their parents.

## **ENTRY PROCEDURE**

Safety is an important element of our learning environment. There is one entry point located at the rear of the building on the north side. In order to maintain the security of the building,

all doors will remain locked throughout the day. A video doorbell will be located at the rear door (North side). If parents need to access the building outside of drop-off and pick-up times, they will need to use the doorbell to be let in by a staff member. If parents notify the teachers and/or the director before arriving, someone will try to be down at the door to let them in when they arrive, to minimize disruption of the classrooms.

## **WEEKLY CHAPEL**

Chapel is held every Wednesday and Thursday at 10:30 am. Pastor Koenig will primarily be leading chapel on Wednesday and a pastor from the Springfield campus of Redeemer will lead on Thursdays. This gives every child an opportunity to attend this time at least once each week

## **ATTENDANCE**

Regular attendance will make your child aware that school is not something that is a matter of choice. It is assumed that when you register your child, it is for the full school year. Classroom schedules begin at 8:15 am. Continual tardiness and absences interrupt the learning process and can cause a child to fall behind in their learning. It can also impact learning opportunities of the other students in the class.

Trading of days is generally not done, this will be at the director's discretion and will be decided on a case by case basis. Absences due to illness or vacation does not automatically result in make-up days. Please talk with the director about any planned absences that your child might have before that date. We understand that there are times when your child may be unable to come to school. Please let us know if your child will be gone or late.

For Holidays, or any other day that the preschool is closed per the calendar that each parent receives at the time of enrollment, those days are built into our schedule at the beginning of the year, and may not be made up on another day for any reason.

## **WITHDRAWALS**

Written notice must be provided to Redeemer Nixa Preschool at least 30 days prior to withdrawing a student from the program. If written notification is less than 30 days, the family is responsible for tuition 30 days after the written notification.

## **EMERGENCY SCHOOL CLOSING**

Redeemer Nixa Preschool will consider the safety of our teachers and students when regarding SCHOOL CLOSING due to snow or other emergency weather situations. Regarding late starts or early release due to snow or other emergency situations, it will be up to the discretion of the preschool director. Parents are welcome to use their discretion as whether it is safe to transport their children to school that day.

The name "Redeemer Nixa Preschool" will be listed on KY3 news, as well as the KY3 app, if school is cancelled due to weather. Also, an alert will be put on the Brightwheel app to notify parents of school closures. Every effort will be made to provide this information as soon as a decision has been made. If the weather is questionable, or we have to dismiss early due

to incoming weather, we will **NOT** have car line available-please use the north entrance for drop off and pick up.

School days will not be made up or rescheduled if school closes for weather. No credits on tuition will be given due to weather closings and missed days due to weather or emergencies.

## **ILLNESS**

If a child appears ill, the teacher will question the child regarding symptoms and take the child's temperature. A parent may be notified to help make a decision whether to send the child home if the temperature is below 100 degrees. Children will be required to leave with a fever of 100 degrees, vomiting, or two instances of diarrhea. Please have emergency phone numbers on file in the preschool office. The child will be cared for until pick up can be made. If a child is not picked up within 30 minutes of the call to the parents, emergency contacts will be notified so the child can receive the proper care.

**When your child is sick, he/she must be free of a temperature for at least 24 hours and have no vomiting and/or diarrhea for 24 hours before they can return to school.**

When your child will not be attending due to illness, please call or email the school to inform us. We ask that you describe the symptoms briefly so we may keep an eye out for similar symptoms in all the children and teachers. If in doubt, please err on the side of caution and keep your child at home. We know you would not want your child exposed to germs unnecessarily and ask that you would take the same precaution.

Notice of any communicable diseases within the school population will be posted at the north entrance of the school and an email will be sent out.

In regards to COVID 19, we will be following current guidelines from the CDC as far as quarantine needs and times.

## **DISCIPLINE POLICY**

Our policy is one of positive reinforcement that seeks to reward desirable behavior in the classroom. It is imperative that each child understands what is expected. We believe that it is best to prevent child behavioral problems before they occur by setting these expectations and providing positive reinforcement as children meet them. Appropriate child discipline is a responsibility shared by school staff and parents working together. Our ultimate goal is for the child to become self-disciplined.

Should a child's behavior become disruptive (prolonged crying or yelling, damaging property, etc.) the teacher will first counsel with the child. The teacher may also try the following:

- In-class strategies such as redirection, sitting at the table quietly.
- Having the child go to the Calm-down Corner, located in the center room, for a chill moment to gather their feelings.
- Removing the child from the group, to sit with a teacher, aide or director.



If a child attempts to harm themselves, other children, or any staff member, a staff member (teacher, aide or director) will call the parent to come pick the child up early.

Should a child's disruptive behavior become chronic, the following steps may be taken:

- Request a parent meeting with the child's teacher and the director
- Set up a behavior plan for at school and at home

If behavior continues that is unsafe, the child will be sent home from school. If the child has to be sent home early 3 times following the parent conference, the child will be asked to leave the program.

**Redeemer Nixa Preschool reserves the right to require the immediate withdrawal of a child in extreme circumstances. No tuition will be refunded.**

## WHAT TO BRING

### Dress

Children are encouraged to dress appropriately for the weather and preschool activities. Children are encouraged to go outside in both warm and cold weather. It is important that parents/guardians provide appropriate clothing for rainy days, and winter coat, hat, and mittens for cold, snowy days.

Children may go outside for recess if it is at least 32 degrees with wind chill.

Washable, comfortable play clothing should be worn at all times. We will be very active in our learning and play and often get messy at preschool. Tennis shoes are best for the playground, preferably Velcro. **No flip-flops please.** Crocs, open-toe shoes and sandals are discouraged. If shoes are found to be inappropriate for play on the preschool playground equipment, your child will not be allowed to play on that particular equipment. Easy on and off bottoms are suggested to prevent toileting accidents. Belts, overalls and suspenders are discouraged.

### Extra Clothes

In school, at all times, each child should have at least one set of seasonal clothes that fit (pants, shirt, underwear, socks) which should remain in the child's cubby. Please remember to label everything. Make sure that the clothes are appropriate for the weather, you may need to replace shorts with pants sometime in November.

### Backpack

Students should bring a full-sized backpack daily. Please clearly label the backpack with your child's name and be sure to check the contents of this bag each night so that you can find important notes, view art projects, and so forth.

\*\*\*Toys, dolls and stuffed animals should be left at home unless they are required for a special event or topic.

## SNACKS AND LUNCH

Children will bring their own lunches from home to include a drink. Please send all lunches **in an insulated lunch bag with a cold pack.** We are not equipped to refrigerate lunches or microwave meals. There will be no sharing or trading of food.

We also ask parents to bring donations of individually wrapped boxes of various snacks at the beginning of the year, as well as throughout the year, to fill our snack closet that we keep in the classroom for the class. If you prefer to send a snack for your child from home each day, that is fine, just make sure that it is labeled clearly as their Snack.

Please send a water bottle each day for snack and lunch time.

**Food Allergies: If your child has any food allergies, please be sure this information is included on his/her enrollment form.**

## **INVITATIONS**

If your child is having a birthday party and would like to pass out invitations to their classmates, invitations must go out to all students in the classroom not just a few.

Students are welcome to provide a special birthday treat for their class to enjoy on their birthday, however, these treats must be store bought not homemade, and be in sealed packages when brought in.

## **CLASSROOM PARTIES**

Throughout the year, we love to celebrate different holidays both inside and outside of the classroom.

We will notify parents in advance if there will be a classroom party/if there are any supplies or treats needed for the party.

We expect to have opportunities for parents to volunteer their time and talents as well for these parties. We ask that any parents who would like to volunteer their time talk to the teacher and director in advance, so that we can get you the proper paperwork/background check to be able to be in the classroom.

## **Parent Handbook Agreement 2024-2025 School Year**

I have read and understood the Redeemer Nixa Preschool parent handbook and agree to its terms and conditions. I will follow these guidelines to the best of my ability.

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Child's Name

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Parent 1 Signature

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Date

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Parent 2 Signature

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Date