

2022-  
2023

# Parent Handbook



September 2022

Dear Parents,

Welcome to the 2022-2023 school year! I am excited about a new school year starting at Mt. Olive Lutheran Preschool. I want to thank you for putting your trust in us. Your child is very precious to us and we are committed to meeting and surpassing your expectations.

I want you to know that the staff and I feel that we are partners with you. With our Christian and innovative phonics curriculum, we hope to build on what you have been doing at home to raise your child to be the best that he or she can be. We are here to support you as parents through parenting meetings or one-on-one advice. But most importantly we will love your child and provide a warm and nurturing environment.

As the year progresses, remember that our doors are always open. Feel free to stop in anytime. You can read to a class, share a skill or talent, or just peek in and watch. We will keep you updated on your child's progress and hope you will keep us updated on any changes in your lives. We need to know about new addresses and phone numbers. It would be helpful to know about any crisis or change that may affect your child. Together we can help your child have a successful year! God bless you and your family.

In His Service,

**Anna Brent**

Director

To the families of Mt. Olive Lutheran Preschool,

I hope and pray that your family and loved ones are well. Let me quickly say that I am happy that you have chosen to include Mt. Olive as a part of the process of educating your child (or children). It's our privilege to have been included by you in this important process.

I'm delighted to have a wonderful Christian staff here who do the two things I think every Christian educator has to do: they love the kids, and they love the Savior! Put that together and you have wonderful people who love to share the Savior with kids.

You and yours are in my prayers. I'm hoping that God grants us a wonderful year of growth and learning, all done under His watchful care and provision.

Yours in Christ,  
Pastor Walt Harper

Dear Parents,

Thank you for allowing Mt. Olive Lutheran Preschool time with your precious children. As chairman of Mt. Olive Lutheran Preschool Board, I want you to know that our board works as a team through common goals to provide education, care, and respect to you and your children. But, we don't do this alone.

We are blessed with resources: Synod, (our governing body), Church congregation, Pastor, Administrator (Anna), Board Members, and You. The school board must inform, educate, and encourage parents and students as we participate fully and joyfully in the school's ministry. Open communication between the school board and parents is important so we all feel our importance within the preschool and that you feel your ideas and concerns are brought to the attention of the board. Watch for letters from Anna informing you of special information. Also, check out our website at <https://mtolivesc.org/preschool> for great pictures and information.

We also need to acknowledge the congregation. Donations to the preschool include scholarships; there is a Thanksgiving time set aside for donations, and the preschool is blessed with Congregational gifts and prayer throughout the year. We are a mission through our church providing a place, supplemental means, and big hearts for a safe, educational, and caring atmosphere for your children.

We look forward to meeting you on September 6<sup>th</sup>!

*Page Fletcher*, Chair

Mt. Olive Lutheran Church Preschool



You are your child's best teacher!  
We are here to support you!

## 2022-2023 Staff

Director	Anna Brent
2's, Teacher	Colette Cabe
2's, Co-Teacher	Lofton DuBose
3's, Teacher	Tammy Baxley
3's Co-Teacher	Paige Simensen
4's Teacher	Judy Mohon
4's Co-Teacher	Jamie Burns
BAM!	Anna Brent Sarah Downs
Preschool phone	803-781-7180
Preschool e-mail	preschool@mtolivesc.org

## Church Information

Mt. Olive Lutheran Church  
1541 Lake Murray Blvd.  
Irmo, SC 29063  
803-781-5845  
Fax 803-781-3821  
www.mtolivesc.org

All holidays, school in-service days and inclement weather days are in conjunction with Lexington/Richland District #5. If school is cancelled for the district, it is cancelled for us. If the district has a delayed opening, school will be closed for us.

Mt. Olive Lutheran Preschool Calendar  
2022-2023

September 7	Student Drop-in
September 8 or 9	First Day of School, 9:00-11:00 am
September 12	Begin regular hours, 9:00-12:00 pm
September 21	Fall Picture Day
October 14 & 17	Student Holidays
October 27	Parent Teacher Conferences/No School
November 3	Election Day; No School
November 21	Thanksgiving Feast
November 22-25	Thanksgiving Holidays; No School
December 14	Preschool Christmas Program
December 19-January 2	Christmas Holidays; No School
January 16	Martin Luther King, Jr. Holiday; No School
February 17	Student Holidays
February 20	Presidents' Day; No School
Week of April 3	Easter Egg Hunts

April 7	Good Friday; No School
April 10-14	Easter Holidays; No School
May 3	Mother's Day Brunch
May 24	Last Day of School; Preschool Family Picnic

## Mt. Olive Lutheran Preschool Mission and Philosophy

### Mission Statement

*Growing in faith and love by spreading the Word of our Lord and Savior Jesus Christ by providing a Christ-centered experience for young children.*

### Philosophy

- Mt. Olive Lutheran Preschool is a joint ministry that involves the congregation, the community, the staff, the family and the child.
- Mt. Olive Lutheran Preschool is a ministry to young children and their families.
- Mt. Olive Lutheran Preschool provides a warm and loving Christ-centered environment where children can develop spiritually, socially, intellectually, emotionally, physically and creatively.
- Each child is a unique and special child of God.
- The young child is a gift from God and learns best about God's world through guidance and exploration.
- Children learn best through developmentally appropriate activities and play.

## Entrance Requirements, Tuition Guidelines and Fees

Children enrolled in the 2-year-old class must be 2 by Sept. 1<sup>st</sup>, '22

Children enrolled in the 3-year-old class must be 3 by Sept. 1<sup>st</sup>, '22

Children enrolled in the 4-year-old class must be 4 by Sept. 1<sup>st</sup>, '22

Each child must have the Registration Form completed and submitted along with the Registration Fee (non-refundable) to be enrolled.



If your child becomes sick at home, here are the criteria for keeping them out of school:

- Communicable/contagious disease such as strep throat, fifth's disease or stomach virus (vomiting or diarrhea) – please alert the school of this so we can inform other parents
- Earache accompanied by fever
- Red eyes accompanied by drainage
- Fever of 100 degrees or more
- Untreated head lice

It is requested that children be kept home until fever/symptom free, without medicine, for 24 hours before returning to school.

Allergies – Please alert the teacher and director to any food allergies. All attempts will be made to keep your child away from the offending food. This information will be shared with parents of the other students in class so that when special snacks are brought in, the parents will know what not to send.

Snacks – All children will be offered a healthy snack and water to drink while at school. These are provided by the preschool.

## Discipline

At Mt. Olive Lutheran Preschool we will always point to the commandment of Jesus to “love one another.” Showing love means sharing, helping, showing respect to grownups, using self-control, speaking with kind words in a respectful way, and not hurting others. We will use praise to encourage these behaviors. However, if a child needs correction, the following procedure will be followed:

\*A non-verbal warning – the child will be redirected to another activity.

\*A verbal warning – the child will be told or asked what he or she is doing wrong. The child must take responsibility for this behavior at this time by apologizing and fixing any problem that was caused.

\*A reflective time-out – if the inappropriate behavior continues, the child will be removed from the situation or group to a different part of the classroom. The child will be allowed back to the group when he or she can name what they did wrong, what they will do differently the next time, and apologize to anyone they have offended.

\*You will be alerted at the end of the school day or earlier if necessary if your child intentionally hurts another child so you are fully aware of the situation should the offended child's parent contact you.

We will keep you informed of any incidents that seem to continue without improvement so that we can work as a team to bring about change.

\*This procedure will take some time for the children to master, but we believe the time spent thinking about why we behave correctly is time well spent on training the heart of your child.



## Miscellaneous Policies

Classroom Visits – You are welcome to visit the classroom during school hours as long as your child is not negatively distracted by your presence. If you have a particular skill or talent that you would like to share with the children, let the teacher know. We also enjoy having parents or grandparents read to the class!

Birthdays – We request that parents send in a special snack for the class on or near their child's birthday. These days will be assigned by the teacher. We request that no balloons or treat bags be brought in. No birthday invitations can be delivered at school unless they are for everyone in the class.

Conferences – It is very important to us to communicate frequently with parents about their child's progress in school. For more in depth conversations, you may schedule a private conference with the teacher either in person or by phone at any time.

Messages – If your child is to be taken home by someone other than a designated pick-up person, then a written and signed note by a parent is required. We may ask to see identification of this person if we are unsure of their identity.

Personal Belongings – Please label your child's book bag, jackets or anything else they might take off during school. Your child should dress comfortably for play and occasional messy hands-on experiences. The clothes should be something your child can manage in the bathroom. Do not let your child bring toys to school unless the teacher has requested it.

Attendance – We will start our day with circle time by 9:05 each morning. This time is when a lot of instruction takes place. If your child is late, he or she will be missing out on this important time. A late child is also a distraction to the rest of the class. Please plan to have your child be on time every class day.

Drop-off/Pick-up –

\*\* Regular Drop-off/Pick-up Procedures will resume when it is deemed safe to do so. Until that time, procedures requiring masks for adults and temperature checks for students will remain in effect. \*\*

Student drop-off is in the car line at the preschool entrance between 8:45 and 9:00 am. A teacher or the director will be there to let your child out of the car. Please have your child unbuckled and ready to exit the car. If it is after 9:00, you must park and bring your child into the classroom.

You will pick up your child between 11:45 and 12:00 from your child's classroom. Your child will only be released to you or those people on your designated pick-up list.

Picking your child up after 12:00 will cause a late fee of \$1 per minute to be charged. You may call the preschool if an unforeseen event will make you later than 12:00 (but no later than 12:15) to avoid the late charge. This will be allowed to occur twice before automatically incurring the late fee.

4-Year-Old Extended Day Tuesdays – The 4-year-old class will meet until 1:00 pm on Tuesdays. You need to send a lunch on these days. Please provide a healthy lunch that does not require refrigeration or heating. If you do not include a drink, we will offer your child water to drink. Pick up procedure will be the same, just from 12:45-1:00 pm.

## Grievance Procedures For Parents

If you have a concern about anything pertaining to your child's time at Mt. Olive Lutheran Preschool, we ask that the following procedure be followed:

1. The parent(s) shall consult the teacher concerning the problem.
2. Failing to resolve the problem, the parent(s) shall set up a conference with the director.
3. Failing to find a satisfactory resolution to the problem during the conference, the parent shall submit a written statement to the chairman of the preschool board requesting the board review the concern. A meeting with the board may be requested of the parent(s).
4. The board will review the concern, make a recommendation to resolve it and present it in written form to the director and parent(s).

We ask that you join us and keep all such matters confidential.

Pray for us as we will be praying  
for you!

