



Welcome to the exciting beginning of the 2024-2025 school year at Advent Preschool. On behalf of our wonderful staff and Advent Lutheran Church, we welcome you and your child to share in the fun and excitement of a new school year.

## STAFF

If you need to contact the school during school hours, please call the preschool number at (913) 681-5829 or the church number (913) 681-2074. Brenda, the church secretary, will come and notify us or you may leave a message and I will check messages as often as possible. Please understand that we are with the children during school hours, so if there is something specific you'd like to discuss with your teacher, please schedule a time to speak with them! They are also available by text or email.

Mrs. Laura Broeckelman (Director)	580-554-6235	adventpreschoololathe@gmail.com
Mrs. Jami VanHercke (2½ Year-Old Preschool)	913-634-8557	jamivanh68@gmail.com
Mrs. Gabrielle Rich (3 Year-Old Preschool)	913-530-6430	richgabey@gmail.com
Mrs. Candi Wozniak (3 Year-Old Preschool)	913-523-4559	candicakecookies@yahoo.com
Mrs. Erin Person (Pre-K)	913-481-7294	etyson1031@gmail.com
Mrs. Samantha Greene (Pre-K)	913-710-8501	sgreeneadvent@gmail.com
Mrs. Laura Shore (Junior Kindergarten)	913-486-3904	jcshore@sbcglobal.net

## CALENDARS AND NEWSLETTERS

Your classroom teacher will be sending home a calendar every month detailing the themes and activities for the month. Along with that, you will find the school newsletter updating you on the school events for the month, and special notes of interest. If for some reason you misplace your calendar, just let us know and we will get a new one for you. I will also send a monthly email update, along with a digital copy of the newsletter.

## DROP-OFF AND PICK-UP

**Drop-off:** The doors to the preschool will open at **9:00am**. You can either park in the parking lot and walk your child to their classroom or you may utilize the car line, where our staff will assist your child out of their car and into the building. The doors will remain locked during school hours. If you arrive late, ring the doorbell for assistance.

**Pick-up:** The doors to the preschool will open at **11:55am**. You can either walk up to the exit door and wait outside for your child's teacher to assist them out the door, or you may utilize the car line, where your child's teacher will assist them into the car. *Please stay in your car if you utilize the car line!* Please notify us if someone else will be picking up your child. If someone not on your pick-up list will be picking up your child, we will need notification prior to pick-up and we will check for ID.

## LATE POLICY

We understand that sometimes situations arise that may prevent you from picking your child up on time and we try to be flexible in those occasional circumstances. However, our teachers' time is valuable, and we also have other children to monitor during extended care, so it is important that you pick your child up within a timely manner.

- At 12:00 pickup- There will be a \$5.00 charge for every 5 minutes beyond 12:10.
- At 2:30 pickup- There will be a \$5.00 charge for every 5 minutes beyond 2:40.
- In the event of repeated late dismissal within the same month, there may be an additional fee assigned.

## REQUIRED FORMS

In order to meet requirements by the State, we **must** have the following forms in your child's file by the first day of school: Medical Record including updated immunizations, Emergency Form that is notarized with updated insurance information, On-Site Permission Slip, and Orientation Signed Release.

## ILLNESS

We are concerned when your child is not at school, so please notify us if your child will be absent due to illness. It also helps us note what illnesses are going around. Please let us know if your child has been diagnosed with a contagious disease such as Covid, strep throat, flu, lice, chicken pox, etc. These diseases are considered highly contagious, and we need to notify the parents of the other children in the class.

Your child will need to stay home from school if your child has a fever of 100\* or higher, has vomiting or diarrhea, or has persistent cough and congestion. Please keep your child home until symptoms have subsided to minimize germ exposure. Your child may return to school if they are fever free for over 24 hours without medication, on antibiotics for over 24 hours, and vomiting or diarrhea has ceased for over 24 hours.

## MEDICATION

If your child will need medication administered during school hours, an authorization form must be on file prior to medication being administered. Prescription and non-prescription medication (such as allergy medicine, eye drops, antibiotic ointment) can only be administered with proper authorization and written directions. We cannot administer Ibuprofen or Acetaminophen as a fever-reducer. Please contact the office to fill out the proper authorization.

## TUITION

We would appreciate your payment on the **first** of every month, or the first class day of the month. Please put your check in an envelope with your child's name on the outside and drop in the Tuition mailbox by the door in the dismissal room, or you can pay online on our website at <https://www.adventolathe.org/preschool>.

- 2½ year-olds (Tues/Thurs)- \$195.00/month
- 3 year-olds (MWF) -\$250.00/month
- Pre-K (Mon-Thurs) - \$280.00/month
- Junior Kindergarten (Mon-Fri)- \$310.00/month
- Extended Care- \$25.00/day

## EXTENDED CARE

We do offer extended care Monday through Thursday until 2:30. If your child stays for extended care, they will need to bring a lunch in a labeled lunchbox (which will stay refrigerated throughout the morning) and water bottle. Your child will participate in a scheduled, but less-structured environment during the extended care, which will include outside play, free play in the classroom, snack time, as well as a 25-minute movie quiet time. The preschool doors will open at 2:30 for dismissal. Please park in the parking lot and walk up to the exit door to pick up your child. We ask that you give 24-hour notice if you plan to have your child stay for extended care so we can plan our staff accordingly.

**Tuition and Extended Care fees can be paid online on our website - <https://www.adventolathe.org/preschool>**

## CHAPEL TIME

Your child will participate in a weekly themed Bible lesson in the sanctuary. This 10-minute activity is introduced by Anteneh Gebreselassie, lead pastor of Advent Lutheran Church, and will cover age-appropriate Bible stories and prayer. Please contact Pastor Anteneh if you have any questions, (913) 681-2074.

## CONFERENCES

Communication with parents is always open and very informal. If you ever have a question, please ask without hesitation. Your child's teacher is always willing to discuss questions or concerns by phone or email at any point in the school year. In your child's best interest, please bring concerns to the director, and we will assist you in finding a time to connect with the teacher. We do have conferences twice a year for all age groups, which will be held in November and April.

## WEATHER

Advent Preschool follows the Blue Valley School District. If Blue Valley has closed for inclement weather, Advent Preschool will also be closed. Please use your own judgment regarding the safety of your child. If snow days become excessive, we will adjust tuition accordingly at the end of the school year. We observe fire and tornado drills on a monthly basis.

## CLOTHING

Please dress your child in comfortable play clothes. We do have spills and we love to make messes. Socks and close-toed shoes are ideal. Please keep a change of clothes and undergarments in your child's backpack for any occasion where they may need to change their clothes. We do have changes of clothes in the office if necessary. Please label jackets and backpacks with your child's name.

## BIRTHDAYS

Birthdays are a special time for both the child and parents and bringing treats to share with their friends is a wonderful way to celebrate. Please make arrangements with your child's classroom teacher to schedule a day to celebrate your child. If your child has a summer birthday, you may want to consider celebrating their half-birthday. Please discuss what you plan to bring with your classroom teacher, as there may be children with food allergies that will need to be considered.

## FIELD TRIPS

Field Trips are a special part of our program and provide new experiences and community awareness. We do require that one parent attend these field trips with your child. However, we are unable to accommodate siblings, due to the State of Kansas regulation. Only those children enrolled in Advent Preschool will be allowed to attend. This school year, we are hopeful that our field trips will include: Pumpkin Patch (3's, Pre-K, and Junior Kindergarten) and Blackbob Park (Pre-K and Junior Kindergarten). We also plan to have special guests visit our preschool to give us some fun and educational at-school field trip experiences!

## HOLIDAY PROGRAMS

We love to celebrate all the holidays at preschool, but a few of our special holidays will include a music program. This school year, we will have the following programs:

- Halloween Parade & Sing-Along: October 30<sup>th</sup> & 31<sup>st</sup> at 9:15am
- Christmas Sing-Along: December 17<sup>th</sup> & 18<sup>th</sup> @ 11:15am
- I Love You Breakfast & Sing-Along: February 20<sup>th</sup> & 21<sup>st</sup> @ 9:15am
- Sing-Along & Snowcones: May 14<sup>th</sup> & 15<sup>th</sup> @ 10:30am.

## WEBSITE AND SOCIAL MEDIA

We do try to update our website and social media platforms with current events and fun things that are happening in the building. You can locate us on Facebook at **Advent Preschool**, Instagram at **adventpreschool**, and our website at <https://www.adventolathe.org/preschool-advent> If you need to reach me by e-mail my address is: [adventpreschoololathe@gmail.com](mailto:adventpreschoololathe@gmail.com). We do share pictures on our social media accounts. Please fill out and return the waiver on the last page with your consent to having your child's picture posted to our social media accounts

## SCHOOL SUPPLIES

### Preschool Supply list - 2½ Year Preschool

- 3 bottles of apple juice
- 3 rolls of paper towels
- 2 packages of baby wipes
- 2 bottles of liquid hand soap
- 1 box of Crayola **Washable** Markers
- 1 box of 24ct. Crayola Crayons
- 1 package of Crayola Watercolors
- 1" **White** 3-Ring Binder with **Clear** cover
- 2 boxes of each: Ritz crackers and Animal Crackers

### Preschool Supply list - 3 Year Preschool

- 3 bottles of apple juice
- 3 rolls of paper towels
- 1 box of Crayola **Washable** Markers
- 1 box of 24ct. Crayola Crayons
- 1 package of Crayola Watercolors
- 1 bottle of Elmer's White School Glue
- 6 Pack of Elmer's Glue Sticks (small size)
- 1" **White** 3-Ring Binder with **Clear** cover
- 2 packages of each: Nilla Wafers and Goldfish Crackers

### Preschool Supply List - Pre-K

- 3 bottles of apple juice
- 3 rolls of paper towels
- 2 packages of Crayola **Washable** Markers
- 1 box of 24ct. Crayola Crayons
- 1 package of Crayola Watercolors
- 2 bottles of Elmer's White School Glue
- 1 pair of Fiskars Kid's 5" blunt-tip scissors
- 1" **White** 3-Ring Binder with **Clear** cover
- 2 packages of each: Cheez-Its and Graham Crackers (any flavor)

### Preschool Supply list - Junior Kindergarten

- 3 bottles of apple juice
- 4 rolls of paper towels
- 2 boxes of Crayola **Washable** Markers
- 1 box of 24ct. Crayola Crayons
- 1 package of Crayola Watercolors
- 1 box of Crayola Colored Pencils
- 1 package of Kwik-Stix paint sticks
- 1" **White** 3-Ring Binder with **Clear** cover
- 2 packages of each: Veggie Straws and Mini-Pretzels

## **BEHAVIOR POLICY**

The goal of our behavior policy is to help children develop self-control to allow them to manage their own behavior. We will be firm, yet gentle, in redirecting children to interact with others in a kind and appropriate manner. We will not allow a child to be abused physically, verbally, or emotionally. We will not restrict a child's movement and we will not deprive them of any basic need (food, outdoor time, bathroom use, rest, etc.) We will emphasize self-respect and respect for others.

## **VISITATION POLICY**

We love having our families present in the building. If you'd like to come read to your child's class or help with an activity, we'd love to have you! Connect with your classroom teacher if you're interested! Our doors remain locked during school hours, so please ring the doorbell for assistance, and an office staff member will assist you.

## **TERMINATION POLICY**

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to complete the required forms
- Failure to child to adjust to the center after a reasonable amount of time
- Our inability to meet the needs of the child
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating and will give the same courtesy in return.

Parents are required to give two-weeks notice when they decide to terminate childcare.

We will give two-week notice of termination. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

We welcome all children regardless of race, color, religion, national origin, ancestry, physical disability, or sex in accordance with Kansas Civil Rights Statute K.S. A. 44-1009.

Hopefully I've been able to answer a few of your many questions. Please do not hesitate to call or reach out. Thank you for allowing us to teach and nurture your child this school year!

Laura Broeckelman  
Preschool Director  
Office: 913.681.5829  
Cell: 580.554.6235  
adventpreschoololathe@gmail.com



-----Please sign and return THIS page-----

We welcome all children regardless of race, color, religion, national origin, ancestry, physical disability, or sex in accordance with Kansas Civil Rights Statute K.S. A. 44-1009.

Child's Name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

We at Advent Preschool believe there is a place for the use of social media to share information about our preschool program and its educational programs with families and the community. The sole purpose of using social media will be to share our day-to-day activities, to give a glimpse into the exciting experiences we participate in at preschool, and to communicate important messages or upcoming events.

\_\_\_\_ I GIVE permission for my child's picture to be posted on social media.

\_\_\_\_ I DO NOT GIVE permission for my child's picture to be posted on social media.

Preschool Director signature Laura Broeckelman

Date 9/4/2024