



# IMMANUEL LUTHERAN

Dear Parent of a Preschool-Aged Child:

Thank you for your inquiry about Immanuel preschool! Our program centers around the belief that children learn best in a rich environment that gives them opportunities to explore, manipulate, predict, observe, and develop pre-academics, creativity, and individual abilities in a developmentally appropriate way. The children's social interactions are important components of their development, also, so we provide many ways for the children to interact in small and large groups, encouraging caring and constructive ways of relating. The environment in which the learning takes place mirrors the loving, forgiving, encouraging activity of our Lord Jesus towards all of us.

The teachers at Immanuel Preschool all have experience in early childhood settings, and one has a master's degree in the field. My bachelor's degree is in early childhood education. I oversee curriculum development. The aides also have degrees and/or extensive experience with children. All work as a team to share ideas and practices considered by the National Association for the Education of Young Children (NAEYC) to be developmentally appropriate and marks of excellence. The program is also accredited by the National Lutheran School Association. We are a Level 3 Paths to Quality program and offer On My Way PreK scholarships.

The table on the back shows the class selections we offer, the times, the entrance ages, and the fees. If you decide to register, please make sure to attach your \$95.00 registration fee to the application. Your application will not be complete without the fee.

If you have any questions or would like to meet with me in person, please call. I'd be happy to talk with you and schedule a time for you to visit our school when classes are in session.

Our preschool is one way Immanuel hopes to be of service to your family. We also offer an elementary school with half-day and full-day kindergarten through 8<sup>th</sup> grade, parenting support groups, and a variety of activities sponsored by our congregation. If your family has other needs or interests, I hope we can be of help to you!

Tera Lewandowski  
Preschool Director

✉ [tlewandowski@immanuelvalpo.org](mailto:tlewandowski@immanuelvalpo.org)

📍 1700 Monticello Park Dr.  
Valparaiso, IN 46383

☎ 219.462.8207

🌐 [immanuelvalpo-school.org](http://immanuelvalpo-school.org)

### *3 Year Old Preschool*

DAYS	ELIGIBILITY	REG. FEE	CAPACITY	TUITION	HOURS
Tuesday/Thursday Morning	3 by August 1 <sup>st</sup> (Born before 8/1/2017)	\$95	12 students	\$135 per month	8:15-10:45 AM
Tuesday/Thursday Afternoon	3 by August 1 <sup>st</sup> (Born before 8/1/2017)	\$95	12 students	\$135 per month	11:45-2:15 PM

### *4 Year Old Prekindergarten*

DAYS	ELIGIBILITY	REG. FEE	CAPACITY	TUITION	HOURS
Monday/Wednesday/Friday Morning	4 by August 1 <sup>st</sup> (Born before 8/1/2016)	\$95	16 students	\$165 per month	8:15-10:45 AM
Monday/Wednesday/Friday Afternoon	4 by August 1 <sup>st</sup> (Born before 8/1/2016)	\$95	16 students	\$165 per month	11:45-2:15 PM

### *5 Year Old Prekindergarten*

DAYS	ELIGIBILITY	REG. FEE	CAPACITY	TUITION	HOURS
Monday through Thursday Morning	4 by June 1 <sup>st</sup> (Born before 6/1/2016)	\$95	16 students	\$205 per month	8:15-11:00 AM
Monday through Friday Afternoon	4 by June 1 <sup>st</sup> (Born before 6/1/2016)	\$95	16 students	\$245 per month	12:15-3:00 PM

\*All children must be completely potty-trained

Preschool follows the school calendar: Begins in early September (week of Labor Day) through end-of-May (day before Memorial Day).

STAFF RATIOS: 1 teacher and 1 aide in each preschool class.



IMMANUEL  
LUTHERAN

## Preschool Parent Checklist

Please use this list as a reference for documentation needed to complete your student file.

Please provide the following information:

- Completed application
- Emergency Contact Form
- Getting Acquainted
- Physical
- Safe Food Transportation
- Acknowledgment of Unlicensed Ministry Immunization Records Immunization Records
- Immunization Records
- \$95 Registration Fee

### Important!

No registration/application will be accepted without all documentation included.





# CONSENT PAGE

Please read through and sign at the bottom. Check wherever it indicates an answer.

Immanuel Lutheran Preschool will not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational and admissions policies, athletic or other school administered programs.

**Changing Preferences** (*check one*) In case my child's clothing needs to be changed, I prefer:

\_\_\_\_\_ To be called to come and change my child's clothes myself      \_\_\_\_\_ staff to change clothing

## Class List

\_\_\_\_\_ I would like to be included in a class list to be available through Fast Direct (our online management program).

Parents often use this information to arrange play dates or send party invitations. I would like the following included:

\_\_\_\_\_ Parent Names

\_\_\_\_\_ Phone Numbers

\_\_\_\_\_ Email Addresses

\_\_\_\_\_ Home Address

\_\_\_\_\_ I do not want to be included in a class list. Your child's name will only be published.

## Publicity

 (*check one*)

\_\_\_\_\_ I give permission for photographs of my child/children to be used by Immanuel Preschool. These uses include newspaper articles, class newsletters, and the Immanuel Preschool website. No names will be published without your approval in the specific circumstance.

\_\_\_\_\_ I do not give my permission for my child's photos to be used.

## Immanuel Building Field Trip

I give permission to let my child \_\_\_\_\_ travel to the library, gym and school which are all located inside of Immanuel Lutheran Church but outside of the of preschool education wing. My permission is given for the entire school year. I am aware that my child will be supervised by two teachers at all times.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Consent for Emergency First Aid Treatment and/or Transportation

I hereby authorize Immanuel Lutheran Preschool or its agents, to provide emergency first aid treatment and/or transportation for my child \_\_\_\_\_ when such treatment and/or transportation is judged necessary during the course of our child's enrollment at Immanuel Lutheran Preschool. I understand that there is no full time medical staff employed by Immanuel Lutheran Preschool. I further agree to release from all liability whosoever Immanuel Lutheran Church, School or Preschool, or any agents thereof if first aid becomes necessarily administered. Every attempt will be made to notify the parent.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Application Agreement

Having fully and satisfactorily acquainted myself with the program and policies and regulations of Immanuel Lutheran Preschool, I hereby make application for the admission of my child. I pledge my wholehearted support and cooperation with the administrative, educational, and financial policies of the school. I understand that any false representation on this form may be cause for dismissal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# IMMANUEL LUTHERAN PRESCHOOL

## Emergency Contact Information, 2020-2021

Name of Child: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Names of Parents: \_\_\_\_\_

### PARENT PHONE NUMBERS

Home: \_\_\_\_\_

Parent Work/ Cell: \_\_\_\_\_

Parent Work/ Cell: \_\_\_\_\_

### EMERGENCY CONTACT

In case Immanuel needs to contact me and I cannot be reached, please contact the person below:

Name of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

### OTHER ADULTS ALLOWED TO PICK UP MY CHILD

Immanuel does not allow children to be picked up by individuals other than their parents, unless you call us or leave us written permission. If other adults will be picking up your child regularly, please list their names below.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

I give permission for Immanuel Lutheran Preschool to provide the services or take actions described above.

Signature of Parent or Guardian: \_\_\_\_\_





# IMMANUEL PRESCHOOL

## Getting Acquainted Form

Please help us get acquainted with your child by answering the following questions. This information will help us better understand your child and meet his or her needs.

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

Nickname: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Name of Parents or Caregivers:

\_\_\_\_\_

Names of Sisters and/or Brothers

Age and Grade in School

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My child usually plays with:

\_\_\_\_\_ brothers

\_\_\_\_\_ sisters

\_\_\_\_\_ friends

\_\_\_\_\_ adults

\_\_\_\_\_ neighborhood children

\_\_\_\_\_ alone

My child likes to play with: \_\_\_\_\_

\_\_\_\_\_

My child's favorite books and television shows include: \_\_\_\_\_

\_\_\_\_\_

My child likes to pretend that: \_\_\_\_\_

\_\_\_\_\_

What group experiences has your child had? \_\_\_\_\_

\_\_\_\_\_

How does your child refer to using the bathroom? \_\_\_\_\_

What methods of discipline do you use at home, and who is responsible for discipline? \_\_\_\_\_

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Please describe your child. Include a description of his or her personal strengths, social relationships, intellectual development and interests, and any struggles he or she may be experiencing (such as fears, worries, temper tantrums, etc.). Also, list any concerns you have for your child that you would like us to be aware of.

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Please list anything else you would like your child's teacher to know about your child.

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Finally, what kind of experience would you like your child to have at preschool? (intellectually, socially, spiritually, physically, etc.)

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Thank you for taking the time to help us get to know your child better!

Sincerely,

The Staff of Immanuel Lutheran Preschool



## PARENT'S NOTICE

State Form 49444 (R / 1-09) / BCC 0035

I understand that this day care ministry is not licensed under the laws of Indiana. However, I understand that this day care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the day care ministry.

Signature of Parent or Guardian

Name(s) of children enrolled

This notice does not absolve a day care ministry from liability for injury to a child while the child is at the day care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of the day care ministry.

Name of facility

Immanuel Lutheran Preschool

Address of facility (*number and street, city, state, and ZIP code*)

1700 Monticello Park Drive

Valparaiso, IN 46383

County

Porter

Immanuel Lutheran Preschool is not licensed by the state as we operate as a Childcare Ministry. However, we are governed by the State of Indiana and must meet all standards and requirements through rigid inspections to operate this facility. Our state regulation form is posted.

Tera Lewandowski, Director

**BUREAU OF CHILD CARE  
DIVISION OF FAMILY RESOURCES**

**SAFE TRANSPORTATION OF FOOD RESPONSIBILITY**

Food must be brought to the facility in clean, insulated, sanitizable containers, which keeps cold food at 41° F or below and hot food at 135° or above. Containers must be clearly labeled with the child's name and date of preparation.

Upon receiving the food from the parent, the facility shall verify the temperature of the food. When potentially hazardous food temperature is not correct, the facility will not accept the food.

Upon accepting the food, the facility shall maintain correct food temperatures until served.

**PARENT AGREEMENT**

I, \_\_\_\_\_ (Parent's name) will

provide food for \_\_\_\_\_ (Child's name).

I take full responsibility for the safety of my child's food during preparation, storage, and transportation to the facility.

(Parent's Signature): \_\_\_\_\_

(Date): \_\_\_\_\_



**HEALTH CARE PROGRAM FOR CHILD CARE CENTERS**  
**CHILD CARE CENTER HEALTH RECORD**  
 State Form 49969 (R4 / 2-15)

FSSA - MS02  
 402 WEST WASHINGTON STREET, RM W361  
 INDIANAPOLIS, IN 46204

Name of child ( <i>last, first</i> )		Date of birth ( <i>month, day, year</i> )	Date of admission ( <i>month, day, year</i> )
Address ( <i>number and street, city, state, and ZIP code</i> )			
Child lives with ( <i>relationship</i> )	Name	Telephone number (      )	

MEDICAL HISTORY			
Communicable Disease	Month / Year	Condition	Explain if present
		Allergies:	-----
		Handicapping conditions:	-----
<b>Screenings</b>	<b>Result / Date (<i>month, day, year</i>)</b>	Other:	-----
TB Risk / Symptom			-----
Developmental Screen			-----
Lead			-----

PHYSICAL EXAMINATION	
Date of exam ( <i>month, day, year</i> )	Age of child
Skin	Heart
Lymphnodes	Lungs
Eyes	Abdomen
Ears	Genitalia
Nasopharynx	Skeleton
Teeth and Mouth	Other:
Note any unusual findings:	
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Does this child have any health condition that would be hazardous either to the child or to other children in a group setting as a result of participation in normal activities ( <i>including sports</i> )? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what modification of normal activities would be necessary to protect the child and the child's classmates:	
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Have you prescribed any medications or special routines which should be included in the center's plans for this child's activities? Explain:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
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(Over)

**HISTORY OF IMMUNIZATIONS AND TEST (indicate month / day / year)**

	1	2	3	4	5
DTaP / DT					

	1	2	3	4
Hib				

	1	2	3	4	5
IPV (Polio)					

	1	2	3	4	5
* Influenza (Flu)					

	1	2
Measles Mumps Rubella (MMR)		

	1	2	3
Rotavirus (RGE)			

	1	2		
Varicella (Varivax)			or Chicken Pox Disease	Month / year

	1	2	3	4
Pneumococcal (PCV) (Pevnar)				

	1	2
HEP A		

	1	2	3
HBV (HEP B)			

\* Recommended yearly.

Name of physician / nurse practitioner completing form ( *please print* )

Telephone number  
(       )

Signature of physician / nurse practitioner

**ADDITIONAL NOTES AND INSTRUCTIONS**

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## **Preschool Curriculum**

Our commitment is to nurture children's spiritual growth and their love of learning. We believe that young children learn best in an enriched play setting. We provide many opportunities for children to grow intellectually, emotionally, socially, physically, and spiritually through our Christian environment and play based learning. Dedicated staff and educated teachers provide a warm, Christian environment, while our developmentally appropriate curriculum help prepare children for the next steps in their education.

Faith development is at the core of our curriculum and is integrated into every aspect of teaching.

Presented below are curriculum goals that, by the end of their prekindergarten year, students will achieve. The goals are all encompassing, and are taught throughout the day, across the whole curriculum. These standards are compiled from the National Association for the Education of Young Children (NAEYC), the Indiana Foundations for Early Childhood, and the Indiana District of the Lutheran Church—Missouri Synod.

As a result of their schooling, students will...

### **Spiritual Development**

- Believe in the Triune God—Father, Son and Holy Spirit
- Believe that God created them, knows and loves them
- Believe that God sent Jesus to be their Savior and that He died and rose again
- Pray with their class and on their own
- Trust that God keeps His promises and has a plan for our lives
- Participate in Jesus times and chapel worship
- Share the Good News with believers and non-believers

### **Language Arts**

- Recognize the letters in the alphabet
- Recognize their name in print
- Understand basic book conventions
- Tell and retell stories
- Ask and answer questions
- Recognize writing is a way of communication
- Recognize that each letter in the alphabet has a sound
- Listens to others and takes turns when speaking

### **Mathematics**

- Recognize numerals 0-10 and rote counts to 30
- Count with one to one correspondence
- Recognize, and extend patterns
- Recognize shapes (2D and 3D)
- Sort objects
- Recognize days of the week, dates, and months of the year

## Science

- Interact with, manipulate, explore and describe a variety of materials
- Observe the world around them (water, air, rocks, shells, etc.)
- Use scientific tools (scales, magnifying glasses, magnets, etc.)
- Experience God's nature
- Learning about recycling as a means for caring about God's earth

## Social Studies

- Begin to follow simple directions and rules
- Take part in classroom discussions and respectfully listen to others
- Exhibit honesty, cooperation, responsibility in classroom relationships and in problem solving situations with peers and adults
- Understand that God has created people to have different characteristics, interests, and abilities
- Begin to distinguish between past, present, and future
- Begin to give information about where he/she lives

## Creative Arts

- Sing along to familiar songs
- Listen to a variety of musical styles
- Participates in music activities
- Name and identify colors
- Mix new colors
- Use different tools to make art creations
- Express what they observe, think, imagine, and feel in dramatic play through storytelling, puppetry, and other language development activities

## Physical Health

- Understand and engage in independent practices of self care, dietary, and hygiene habits
- Follows basic safety rules to keep self and other safe
- Perform large motor skills (running, marching, twisting, etc.)

## Social/Emotional

- Describe self by using several basic characteristics, and draw oneself
- Express and regulate a range of emotions appropriately
- Identify personal preferences, thoughts and feelings
- Accept responsibility for and consequences of one's own actions
- Develop relationships with peers and adults
- Use appropriate communication skills when expressing needs, wants, and feelings
- Resolve conflicts with peers alone or with adult intervention when appropriate



### **More About Thematic Units**

A thematic, play-based approach is used to develop the curriculum in the Immanuel preschool program. Subject areas and skills are integrated into the themes, which are incorporated throughout the classroom.

For example, in the dramatic play area there may be a pumpkin patch and a farmer's market stand. In the science center, students can weigh pumpkins and gourds, and sort by size. In the blocks, students can use orange balls that look like pumpkins, and blocks to create ramps which they create to roll the balls down. In the sensory table, there would be pumpkin sorting. At our learning centers, there would be making emotions on pumpkin faces, playing a matching pumpkin game with a friend, and a pumpkin puzzle. The teacher will read a pumpkin themed book and have a variety of songs and fingerplays to work on rhyming and singing to sing with the children. The art project for the day might be exploring the inside of a pumpkin, and then painting what they see.

### **Parent Teacher Communication**

Parent-teacher conferences are held twice a year to evaluate and discuss your child's development. Our teachers are also available to meet with you whenever you have concerns. Monthly newsletters from your child's teacher will also keep you informed of upcoming activities and events.

Additionally, we offer an open door policy that allows you to schedule a visit, or drop in, on your child's class to see how they are doing.

### **Field Trips**

In addition to the hands on learning in the classroom, preschoolers enjoy field trips to surrounding locations around Valparaiso. These trips are based on what they students are learning in the classroom during that month. Parents are encouraged to chaperone and share the field experiences with their child.

### **How Parents Can Help**

- Serve as parent helpers
- Serve as room parents
- Read stories to class
- Prep projects at home