



Providing quality,  
Christ-centered  
education  
since 1997.



1441 Tamarack Road, SLC, UT 84123  
(801) 261-3808 / (801) 747-0102  
[www.popslc.org](http://www.popslc.org)

e-mail: [melissa.martinez@popslc.org](mailto:melissa.martinez@popslc.org) or  
[churchsecretary@popslc.org](mailto:churchsecretary@popslc.org)



## **Welcome**

Each and every child is a precious gift of God. We appreciate the opportunity to assist you in the wonderful task and awesome responsibility of nurturing your child academically, socially, and spiritually. We strive to nurture more than just little bodies and minds, but also little souls – the faith of little children in their dear Savior, Jesus. This aspect of your child’s development is a vital and essential part of his or her overall development. It is this aspect of our preschool that makes Prince of Peace Preschool special and sets us apart from many other preschools.



## **Purpose and Philosophy**

All programs of Prince of Peace provide a sound Christian educational environment to nurture the children and treat them with love and respect. Sharing the message of the love and forgiveness of Jesus is the most important part of our program. Our preschool provides a safe, healthy environment that fosters spiritual, social, emotional, and physical development through exploration and discovery in a Christian setting.



## Objectives:

### **Spiritual** – *Children will ...*

- Learn that Jesus is their Savior, and apply God’s Word to each day of their life.
- Learn to trust God’s will in all situations.
- Show love to their Savior by what they think, do, and say.

### **Social** – *Children will ...*

- Show Christian love to others by sharing, taking turns, and respecting each other.
- Learn to respect limits set in a classroom situation.

### **Physical** – *Children will ...*

- Develop fine motor skills (coloring, cutting, drawing, etc.).
- Develop gross motor skills (hopping, jumping, etc.).

### **Intellectual** – *Children will ...*

- Develop a love for learning.
- Be provided with good literature and literacy activities, use sequences, sizes, and shapes for learning numbers, and organized play activities.

## Curriculum

We follow a curriculum called HighScope. For more information please see the [HighScope website](#).

## Weekly Sessions

### **Preschool** (*ages 3-4\**)

Session 1---Monday, Wednesday & Friday.....8:30 – 11:50AM

Session 2--- Monday through Friday.....8:30 – 11:50AM

### **Pre-Kindergarten** (*ages 4-5\*\**)

Monday through Friday

8:30 – 11:50AM

*\*For the group with ages 3-4, your child must be at least 3 years old by Sept. 1.*

*\*\*For the group with ages 4-5, your child must be at least 4 years old by Sept. 1.*

## Daily Schedule

8:10-8:40	Sign-In and Reading Time (Learning to Write Name, Numbers, Letters, and Drawing Shapes)
8:40-9:00	Circle Time (Counting, Calendar, Weather, and Gross Motor Skills)
9:00-9:10	*Potty, Wash Hands, Get a Drink*
9:10-9:20	Snack Time
9:20-9:35	Christlight and Prayers
9:35-9:50	Small Group (we work on Math, Science, or Reading/Phonics Skills)
9:50-9:55	Planning Time
9:55-10:50	Center Time
10:50-11:05	Clean Up and Review Time
11:05-11:15	Large Group (Finger Plays, Group Songs, Gross Motor Skills)
11:15-11:30	Recess (Weather Depending) or Group Story Time
11:30	Dismissal

\*Students are able to indicate and take a potty break During Center Time as well if needed. Water Cups/Bottles are encouraged, but must go home daily for cleaning. Please LABEL your child's water cup.

## Enrollment Process

Applications are online, and can be accessed on our website: [www.popslc.org](http://www.popslc.org) . Prospective students will be admitted on a first-come, first-serve basis.

**All children must be potty-trained to be enrolled.**

**Registration fees are non-refundable.**

A record of immunizations is required for each child enrolled in order to begin class.

Please make sure to fill out the “contact” section of the online enrollment completely. This is how we see who is authorized to pick up your child. If you need more space for contacts please speak with the office. **(Staff members will only be allowing people named on this Emergency Authorization form to take your child home.)**

Please visit our [website](http://www.popslc.org) to start the online enrollment process.

## **Non-Discrimination**

Prince of Peace Lutheran Preschool admits students of any sex, race, color, national origin or ethnic background. We do not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admission policies, and other preschool administered programs.

## **Attendance Policy**

Because our preschool operates with educational objectives in place, the parents of children enrolled in our program are held to higher standards. It is very difficult for a teacher to stop the learning of other children while attending to the children being dropped off late for the day. Our preschool is not a daycare nor is it an a-la-carte program—coming when it is convenient and skipping when not. If, after ongoing communication with the parent, it should become obvious that a child is being brought late on a consistent basis or is accumulating many days of absences, the preschool teacher, along with the principal, reserve the right to terminate enrollment of any child falling into these parameters. A one week notice will be given allowing the parents an opportunity to make other arrangements for their child.

## **Drop Off/Pick Up**

Students in **preschool-8th grade** are expected to arrive by 8:25AM. A student shall be considered tardy if he arrives between 8:31AM and 9:30AM. A student who arrives after 9:30AM shall be considered absent. The principal reserves the right to grant exceptions in rare situations. Tardies will not typically be assessed on students arriving late on bad weather days. Please have children here before 8:30AM so they do not miss the wonderful opportunity to start their day with God's Word. Children **must be** accompanied to and from the school classroom by a parent/adult designated by parents. Each child must be signed in and out of the classroom. In the event it is necessary for someone other than a parent or designated adult to pick up the child, a written note or phone call to the teacher is necessary. Please be punctual in picking up your child. We allow a 10 minute grace period. At 12:00PM all children go into our extended care program for supervision.

## **Extended Care**

Additional information regarding our AM and PM Extended Care programs is included in the information packet that you may have received prior to enrollment or found online. If you need another, please ask for one in the school office.

## **Tuition & Delinquent Tuition Payment**

Prince of Peace requires that all families use our automated withdrawal program (ACH form B) for regular monthly charges. It not only saves you the hassle of having to regularly turn in tuition payments, but it also saves our office staff hours of work processing those payments. Please be assured that no one will have access to your account or information regarding your account except the office staff that will process the fees according to the agreement. If you wish to enroll your son or daughter in school, all tuition/fees/other payments (i.e. extended care, missing lunch, etc.) from the previous school year must be paid in full. If this is not possible due to certain circumstances, you must meet with the School Board prior to the beginning of the school year to discuss the best method for paying any outstanding balance.

## **Communication**

Our weekly e-newsletter, the Panther Press, will keep you informed of school events. Please read it regularly to ensure you do not miss out on important information or scheduled events. Newsletters will also be posted on our website: [www.popslc.org](http://www.popslc.org) .

In addition to the Panther Press, there will also be a group texting blast that you can sign up for in August which will help keep you informed of various events and announcements.

## **Chapel**

In addition to daily classroom devotions, the students at Prince of Peace Lutheran School attend a school chapel service each Friday at 8:30AM. At that service, a special free-will mission offering is collected from all of the children



for spreading the gospel of our Lord Jesus Christ. Parents are welcome to attend any Friday morning chapel service.

## **Singing for Worship Services**

Singing is one of the most beautiful ways of expressing our faith and worshipping our God. Therefore, the children of our school are frequently required to sing in the worship services of our church, and occasionally at other WELS/ELS churches. At the beginning of each school year a calendar will be distributed to inform all school parents of the worship services at which their children will be singing. This singing is considered an integral part of the school's music curriculum, and all preschool children are encouraged to participate.

## **Birthdays & Snack Time**

For the general health and safety of our children as well as for those children with food allergies, **we require that all food intended to be handed out at school be purchased from a store.** This includes food brought for birthdays, Christmas parties, Valentine's etc. Please check with the preschool teachers about food allergies any preschool students may have. The children will be given a healthy snack each day. This snack will be kept small to ensure an appetite for lunch. If your child has food allergies, please immediately bring this to the attention of the teachers and note it on your child's online enrollment under the "medical" section. Food allergies will be posted by the snack supplies. Parents donate snack items to the preschool to keep our tuition costs as low as possible. A few snack ideas: Crackers, Goldfish, pretzels, cereal, pudding, applesauce, fruits and vegetables.

## **Forgotten Lunch Policy**

We ask that every parent/guardian makes sure that your child has a lunch in his or her hand or backpack when they go to school. As a courtesy to our families, any child who forgets a lunch will have one provided from items that are stocked in the kitchen. However, a \$6.00 fee, per lunch, will be assessed to the family and added to the tuition. This applies to both the grade school and children in Extended Care. Extended Care children eat lunch at 12:00 Noon and lunches will be made for those who are in extended care without a lunch at that time. In the

event that forgetfulness becomes chronic, the parent/guardian will be contacted by the principal. Your attention to this policy is greatly appreciated.

## **School Closures**

If weather conditions are such that you think school could be closed, please visit our website [www.popslc.org](http://www.popslc.org) and there will be a clear message indicating if school is canceled. If school needs to be closed during the process of the day, the school will attempt to notify parents by phone, email, text etc. **Please make sure to keep contact information up-to-date with the school secretary.**

## **Transportation**

Transportation to and from school is not provided. However, car pools and other forms of transportation can sometimes be arranged through the principal at the beginning of the school year or privately with another family.

## **Parking Lot Safety**

To avoid any incidents in our parking lot, please see the parking lot procedure handout for more information.

## **Sickness Policy**

We are required to consider the health and safety of all of the children in our care. School staff may request a doctor's clearance before allowing a child back into the classroom. If your child is unable to participate in normal daily routines such as playing, doing school work, eating snack or lunch, and going outside, it is best to keep them home. We go outside every chance we have and the fresh air with proper attire is always healthy.

If your child is sent home with a fever, or has vomited, he must be free of these symptoms for 24 hours before he may return. This must be without the aid of a fever reducer, like Tylenol. The 24 hour period begins when the fever has broken and remains in a normal range. This means the child may be absent from school the next day.



**The following are reasons for not bringing your child to school. This is for your child's well-being along with the well-being of the healthy children and teachers at the school and their families.**

- If your child has a temperature over 100.4 (oral) or 99.4 (under arm), they must stay home.
- If your child is irritable, continuously crying or requires more attention than we can provide without impacting the health, safety or well-being of other children in our care.
- Discharge from the eye, itchy watery eyes, or redness of the eye (Pinkeye or conjunctivitis)
- Severe coughing
- Vomiting
- Diarrhea
- Chicken Pox
- Head Lice
- Headaches or earaches
- Sore throat
- Strep throat (child needs to be on antibiotics for 24 hours before they are not contagious.)
- Unusual rashes or sores
- Fifth's Disease
- Hand Foot and Mouth Disease
- Bronchitis, Pneumonia, Whooping Cough, RSV, or difficulty breathing,
- Any other contagious disease (please ask your doctor when your child may return to school).

We understand children are active and get scrapes and cuts. However, wounds that are bleeding or weeping need to be covered with a band-aid or other type of wound dressing.

We will call you to pick up your child if they are sick. We allow **one hour from the time we contact you** for you to arrange transportation to pick up your child. All children will remain in the office while waiting to be picked up due to sickness.

## **First Aid / Emergencies**

First aid will be administered by staff members for minor injuries which may occur on the playground, at athletic practices, at extracurricular events, on field trips, or in the classroom. An Incident Report will be filled in by the supervising teacher/coach and a copy will be given to you upon your signature.

If a serious injury occurs, the parent or guardian will be notified. If it appears that the child needs immediate medical attention, the fire department paramedics will be called. In the event that emergency medical treatment is necessary, the parent or guardian assumes all responsibility for payment of such treatment. A consent form concerning the administration of first aid and transportation of children to the hospital must be signed by the parents or guardian at the time of application.

## **Medication Policy**

When a child must take medication (prescription or over-the-counter) during school hours, the school must have formal written requests on file. A school **Medication Request Form** must be submitted in advance, indicating the dosage, time etc. the child will be taking medication. An additional form called a **Physician's Prescription Medication Authorization Form** is needed to administer any prescription medication. These forms may be obtained by contacting the secretary or the child's teacher.

**All medication must be hand delivered to the school staff by a parent** or other responsible adult. Students are **NOT** allowed to carry medications to and from school or have medications in their locker or on their person. (This **includes** **asthma inhalers and epi-pens.**) Children are still allowed to self medicate with inhalers, but for the safety of other students the inhalers will be kept in a secure location.

Prescription medication must be kept in the original container. We will only administer medication that is dated, labeled, and accompanied by a filled-out and signed medication form.

## **Illnesses and Absences**

Please call the school to report absences before 8:30AM. You may leave a message in the preschool voice mailbox at 801-747-0102.

If the teacher feels your child has become too sick to be in school, she will see that you are contacted. Also, please notify us if your child has an infectious disease. We will need to inform other parents so they can be aware of symptoms.

## **Parent Visitation & Participation**

Throughout the year you may have questions and/or concerns about the preschool. We encourage you to immediately contact the preschool teacher or school principal. You are your child's most important teacher, and we would love your help.

Parents are encouraged to help out around the classroom throughout the year. Talk to the teacher, and she will let you know how you can assist.

## **Clothing**

Children should be dressed in comfortable play clothes and sturdy shoes. Flip flops and open-toe sandals or platform shoes are not allowed according to the preschool dress code. If your child wears a dress or skirt, please have her wear shorts underneath. Please do not allow children to wear jewelry to school that may become lost or broken. Proper outerwear is needed as the weather becomes cold. Although all of our students are potty trained, sometimes a child may need extra clothes for an accident, spills or an art mishap. **Children need an extra set of clothes in storage at school at all times in case of an emergency.** Please be sure your child's clothes are labeled with their name. (They need 1 shirt, 1 pair of pants/shorts, and 1 pair of socks and underpants.) In the event of an accident, if an extra set of clothes is not at school, you will be notified to come and pick up your child.

## **Dress Code**

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body.” 1 Corinthians 6:19,20

As sanctified Christians, our students are expected to be neat and clean in their appearance. One who views his body as the temple of the Holy Spirit will dress and groom himself accordingly. We believe it is the parent's responsibility to determine the child's dress and appearance. We recognize that different homes

have different tastes and standards. We want the students at Prince of Peace Lutheran School to learn to care for their appearance and be concerned about the image they present. We would like to see students dress in a clean, neat and tidy manner. The following guidelines for dress and appearance will be enforced:

1. Clothing will be neat, clean and in good repair--no torn or tattered clothing will be allowed.
2. Clothing should be sized properly--no tight, oversized or baggy clothing will be allowed.
3. Cut-offs, tank tops, spaghetti-strap tops, midriff shirts and halter tops are not acceptable unless a sleeved shirt is worn underneath these items.
4. Sweatpants and tear away warm-up bottoms are not allowed unless announced otherwise.
5. Imprinted clothing that displays music groups, alcohol or drug related items or non-Christian themes is not permitted.
6. Skirts, dresses and shorts must be of modest length (at or below the fingertips in most cases).
7. No thong style sandals (flip flops) may be worn.
8. Caps and hats are not to be worn in the building.
9. Clothing and other accessories may not conflict with Christian values.
10. No spandex may be worn alone. It may be worn under shorts, dresses, or skirts.
11. No body piercing by either gender will be permitted.
12. Modest, non-flashy makeup may be worn by girls. If deemed inappropriate (dark eye shadow, bold lipstick etc.), the principal can request it be removed.
13. Hair for boys is to be kept at modest length. Girls and boys should avoid colorful highlights.

The girls of our school will be allowed to wear pierced earrings, with parent's permission. It is not part of our policy of good grooming and appearance that boys be allowed to wear earrings. Therefore, while we will not regulate what happens outside of school, boys will not be allowed to wear earrings during school hours or at school sponsored events.

This dress code may not be all-inclusive. At times the principal may need to expand or interpret the guidelines as he sees fit. If a child comes to school improperly dressed, he will be given a warning. Persistent abuses will result in a suspension. Ultimately, the principal will determine what is appropriate in the area of dress and grooming.

Preschool does **NOT** wear the school uniform. School uniforms are for Kindergarten-8th grade students.

## **Behavior /Discipline**

We want our children to know it is the love of Jesus that motivates us to live as the Lord expects. At preschool we want to teach our children to show love for others through their words and actions. If discipline is needed, it will be administered by the teacher in a kind, loving manner. When necessary, the teacher may remove a child from the group, but the child will never be left without adult supervision. The first step to discipline is through redirection and positive reinforcement of acceptable behavior. This positive approach encourages self-control and

cooperation among children. Parents will be contacted and consulted in the event that there are persistent problems. If a child exhibits uncontrolled behavior or threatens his or her own safety or the safety of others, parents will be called to pick the child up immediately.

## **Preschool Withdrawal Policy**

We understand situations may arise where you are required to withdraw your child from preschool. If a child is withdrawn during the preschool year, we require a two week notice in writing given to the Preschool teacher, principal, or school secretary. If a balance on your tuition/fees/other payments is owed or past due, we request you fulfill all payments within 2 weeks of withdrawal.

Arrangements must be made otherwise with a member of the School Board. If prompt payment is not received, the School Board reserves the right to pursue legal means to recover some or all of the outstanding balance. The School Board chairman will inform the family if any refund is warranted, or if there are any out-standing payments (tuition, fees, extended care, etc.) to be paid. Tuition is refundable on a prorated basis, based on the number of school days the child has been enrolled. All tuition is refundable if withdrawal occurs prior to the first day of class. Registration fees and book/material fees are not refundable.

Enrollment can be canceled at any time due to non-compliance with preschool policies, non-payment of tuition and fees, children's behavior that is threatening, disruptive, or disrespectful to the classroom, or Preschool Staff, etc.

## **POTTY TRAINING REQUIREMENTS**

Our professed Christian educators are committed to nurturing and educating the God-given potential in every child. When an adult is changing a child's diaper, it is taking learning time away from all students. There are strict guidelines for changing and disposing of diapers when children are being changed in a classroom environment and we aren't equipped to take on that task. Neither are we licensed by the State of Utah as a daycare. We require that our children be potty-trained and to assist themselves with their own needs prior to enrollment into the Preschool program. Prince of Peace Preschool defines a potty trained child as the following:

- 1) Be able to clearly TELL the adult they have to go potty BEFORE they have an accident.

- 2) Be able to remove and put on their own clothing before and after they go potty.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the toilet by themselves.
- 5) Be able to wash and dry hands.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom.

**Please note that wearing pull ups isn't considered being potty trained.**

The Prince of Peace School Board has identified a need to clarify the pre-existing policy. As of November 30<sup>th</sup>, 2015, Prince of Peace will operate under a new bathroom policy. Any student who has had two bathroom accidents in a current two week cycle will be placed on a two week break from school.

For example, student has a potty accident on Monday. The same student has another accident the following week on Thursday. The student will be required to take a break from Preschool and may return on Monday following a full two week break.

Whenever an accident does occur, caregivers will be notified that they need to come and pick up their child. We allow **one hour from the time we contact you** for you to arrange transportation to pick up your child. While your child is waiting for their caregiver, the child will be allowed to change their own spare set of clothes if they are able to do so. Your child will not be changed by our educators into their extra set of clothes. At the end of the two week break, our hope is that this time off will enable caregivers to practice and enhance good, productive, routine potty training experiences with the child. When a two week break is required, the Principal of the school will speak with the caregivers to make sure everyone is clear on the circumstances and to understand expectations upon their return after the full two week break. Tuition payments for the two week break **must continue to be made**. If a child is withdrawn during the Preschool year, we require a two week notice in writing given to the Preschool teacher or School Board. See Preschool Withdraw Policy.



## Ministry Opportunities

The following is a list of opportunities to learn more about the ministry here at Prince of Peace. We would love a chance to share with you the joy we have which comes through the Savior Jesus Christ.

- ❖ Basic Christianity Classes: These classes are taught by the Pastor, and go through/ the teachings of the Bible. They are held at various times throughout the year.
- ❖ Worship Services: Sundays 8:00AM & 10:45AM. Thursday evenings at 6:30PM
- ❖ Vacation Bible School: Every summer we offer 3-4 days of fun and learning about Jesus. Watch for information!
- ❖ Family Bible Hour: Sundays at 9:20AM--Every Sunday this is an opportunity for adults & children to study God's Word in age-related Bible Classes.
- ❖ Christian Day School: Kindergarten through 8<sup>th</sup> grade is offered.

## Contact Information

Preschool: 801-261-3808/801-747-0102

Pastor Jonathan Micheel ..... 801-261-3808  
Pastor Tyler Peil.....801-261-3808  
Principal Justin Vilski.....801-747-0102  
Vice Principal Jeff Sell.....801-747-0102  
Teacher Melissa Martinez ..... 801-747-0102