

Welcome to the exciting beginning of the 2026-2027 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. Janelle, 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. Emmy Wilhite (3 Year-Old Preschool)	913-523-6944	emmyw1454@hotmail.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 (Jr. Kindergarten)	913-486-3904	jcshore@sbcglobal.net

We also have three fabulous aides on staff this school year: Mrs. Carlson, Mrs. Neier, and Mrs. Carmitcheal. You will see them each throughout the week, in the car line as well as helping in classrooms and around the building. Check out our Meet the Staff tab on our "Who We Are" tab on our website!

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. ***PLEASE*** *keep this calendar visible at home throughout the month*! 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 around **8:55am**. 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 around **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, both at drop-off and pick-up! This will help our line continue to move quickly! If you need extra time to buckle your child, please exit the car line and pull to the side. If someone else will be picking up your child, please notify us as soon as you can. If someone not on your authorized 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. If you know you are going to be late, please email or text your classroom teacher or preschool director as soon as possible.
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 3:00 pickup- There will be a $5.00 charge for every 5 minutes beyond 3:10.
- 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 within 60 days of the start of school: Medical Record including updated immunizations and parent signature, Emergency Form, On-Site Permission Slip, and Orientation Signed Release. If your child receives an updated immunization during the school year, we will need a copy of the updated record.

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 needs 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, hand-lotion, etc) can only be administered with proper authorization and written directions. We cannot administer medication as a fever-reducer. Please contact the office to fill out the proper authorization.

TUITION

Tuition payments are due on the 1st of every month, divided into nine equal payments from September to May, regardless of number of school days in the month. *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 or set up automatic payments on our website at https://www.adventolathe.org/preschool.

- 2½ year-preschool (Tues/Thurs or Mon/Wed)- $225.00/month
- 3 year-preschool (MWF) -$265.00/month
- Pre-K (Mon-Thurs) - $295.00/month
- Junior Kindergarten (Mon-Fri)- $325.00/month
- Extended Care- $25.00/day

EXTENDED CARE

We do offer optional extended care Monday through Thursday until 3:00. Your child **MUST** be completely potty-trained to utilize extended care. 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 labeled water bottle. Your child will participate in a scheduled, social environment during extended care, which will include lunch time, outside play, free play in the classroom, snack time, as well as a 15-minute quiet rest time, followed by 25-minute rest and movie time. (You must supply a fitted mat sheet and small blanket for your child.) The preschool doors will open at 2:55 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, Advent Lutheran Church lead pastor, or by Mrs. Broeckelman, and will cover age-appropriate Bible stories and prayer. Please contact Pastor A if you have any questions, (913) 681-2074.

CONFERENCES

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. Please see the yearly calendar for exact dates.

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. For our 2.5 year-old class- please keep extra diapers in your child's backpack. We do have changes of clothes in the office if necessary. Please label jackets, backpacks, lunchboxes, and water bottles with your child's name.

BIRTHDAYS

Birthdays are a special time for your child to bring treats to share with their. 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.

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**. We do share pictures on our social media accounts. Please fill out and return the waiver on the last page with your consent to have your child's picture posted to our social media accounts.

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 Jr. Kindergarten) and Picnic at the Park (Pre-K and Junior Kindergarten). Please see yearly calendar for exact dates. We also plan to have special guests visit our preschool throughout the school year to give us some fun and educational at-school field trip experiences, including Olathe Fire Department, LeBlanc Dentist, Ernie Miller, and more!

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 (please see yearly calendar for exact dates):

- Halloween Parade & Sing-Along (October)
- Christmas Sing-Along (December)
- I Love You Breakfast & Sing-Along (February)
- Start of Summer Sing-Along (May)

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
- Child does not adjust to the center within a reasonable amount of time
- 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 a two-week notice when they decide to terminate childcare.
We will give a 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.

Preschool Supply list – 2½ Year Preschool

1 bottle of apple juice
2 rolls of paper towels
2 packages of baby wipes
1 box of quart-size Ziploc bags
1 box of Crayola **Washable** Markers
1 box of 24ct. Crayola Crayons
1 package of Crayola Watercolors
12 Pack of Elmer's Glue Sticks (small size)
1" **White** 3-Ring Binder with **Clear** cover
1 package of each: Ritz Crackers, Nilla Wafers, and Teddy Grahams

Preschool Supply list – 3 Year Preschool

2 bottles of apple juice
2 rolls of paper towels
1 box of Kleenex
1 package of baby wipes
1 box of Crayola **Washable** Markers
1 package of Crayola Watercolors
1 bottle of Elmer's White School Glue
6 Pack of Elmer's Glue Sticks (small size)
1 pair of Fiskars Kid's 5" blunt-tip scissors
1" **White** 3-Ring Binder with **Clear** cover
1 large package of each: Pretzels (sticks or twists) and Goldfish Crackers

Preschool Supply List – Pre-K

2 bottles of apple juice
2 rolls of paper towels
1 box of Kleenex
1 package of baby wipes
1 box of gallon-size Ziploc bags
1 box of Crayola Colored Pencils
1 box of Crayola **Washable** Markers
1 package of Crayola Watercolors
1 bottle of Elmer's White School Glue
6 Pack of Elmer's Glue Sticks (small size)
1 pair of Fiskars Kid's 5" scissors
1" **White** 3-Ring Binder with **Clear** cover
1 large package of each: Cheez-Its and Animal Crackers

Preschool Supply list – Junior Kindergarten

1 bottle of apple juice
1 roll of paper towels
1 box of Kleenex
1 container of Lysol or Clorox Wipes
1 box of sandwich-size Ziploc bags
1 box of Crayola Colored Pencils
1 box of Crayola **Washable** Markers
1 package of Crayola Watercolors
2 bottles of Elmer's White School Glue
6 Pack of Elmer's Glue Sticks (small size)
1 pair of Fiskars Kid's 5" scissors
1 package of Kwik-Stix paint sticks
1" **White** 3-Ring Binder with **Clear** cover
1 large package of each: Graham Crackers (regular, chocolate, or cinnamon) and Veggie Straws

--------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 9/2/2026