



# Mt. Hope Lutheran Preschool

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## OUR MISSION

***Our mission is to foster a love for our Lord and a love for learning by providing children with a loving, nurturing and stimulating environment where they can develop intellectually, creatively, physically, and spiritually.***

## Our Program

*Mt. Hope Lutheran Preschool provides children opportunities for imaginative play, art and music, motor skill development, social and spiritual growth. Our program includes a balance of structured and self-directed activities. Teachers act as facilitators, encouraging children to become independent and imaginative. Children are encouraged in their strengths, assisted in overcoming their weaknesses, and recognized for their uniqueness.*

*We have a relaxed atmosphere where cooperative learning is encouraged. We hope to establish in each child a positive self-image and an ability to express ideas and emotions in a positive way.*

***Above all, we teach our children to honor and respect one another and all of God's creation.***

*Mt. Hope Lutheran Preschool is a ministry of Mt. Hope Lutheran Church. We are blessed with an incredibly supportive congregation and Pastor! The preschool provides Mt. Hope with a wonderful opportunity to serve our community with the Gospel.*

# WHAT WE OFFER...

- \*A Christ-centered Environment*
- \*Mixed-age program designed to meet the needs of each child*
- \*An intentional play-based curriculum organized around monthly themes*
- \*Large play yard with mountain views*
- \*More teachers per student than the State of Colorado requires*
- \*Teachers educated and trained in Early Childhood Education and Child Development*
- \*Music, science, cooking classes, chapel time, and service projects*
- \*Half day (8:30-12:30) and Full day (8:30-4:30) preschool*
- \*Afternoon Enrichment program (currently offering chapel, neighborhood field trips, cooking, basketball, music, and hip hop classes)*
- \*Pre-Kindergarten program*
- \*6-week summer camp program*
- \*An on campus Community Garden tended by the children*

**Here at Mt. Hope Lutheran Preschool, we strive to create a home away from home. We provide a safe, secure, loving, environment for children to grow, learn, and explore. Our teaching methods are based on an understanding that children learn best through play and hands on experiences.**

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For more information, please check out our *Website* and *Facebook* page!

[www.mthopelutheranpreschool.org](http://www.mthopelutheranpreschool.org)

[www.facebook.com/MtHopeLutheranPreschool](https://www.facebook.com/MtHopeLutheranPreschool)

# Director Responsibilities

## *General:*

State of Colorado Director Qualified

Certified in CPR, First Aid, and Medication Administration

Responsible for maintaining all Licensing Rules & Regulations (CO Dept of Human Services, Division of Child Care)

Reports to the School Committee regarding enrollment, staff issues, and other important information monthly, or as needed

Works with treasurer to follow budget

Manages and delegates duties as needed

Creates and fosters an atmosphere of positive Christian guidance for children and staff

Maintain rapport with parents and families

Answer ministry, curriculum, procedure, health, and safety questions

Develops goals and objectives

Manages day-to-day school activities

Answers and returns phone calls, emails, and website request forms

Maintains website and Facebook page

Responsible for advertising

Orders and maintains materials, equipment, and supplies (including snack food)

## *Staffing:*

Hires and terminates employees

Recommends staff's salaries/hourly wages to the Committee

Orients new staff members

Conducts monthly staff meetings (or as needed)

Evaluation and review of staff

Provides staff development opportunities

Works with staff to plan curriculum and school events

## *Enrollment:*

Takes potential parents on tours, follow up after

Enrolls students, including creating and distributing all required paperwork

Accurate record keeping, including billing

Collects and deposits tuition

## *Church Partnership:*

Work with church VBS coordinator and Pastor to operate Vacation Bible School

Work with church to organize and direct Parents' Night Out activities

Attend church events on occasion (church service 1/month, church picnic...see Pastor for specifics)

Attend the annual Profession Workers Conference (preferably with whole staff)

Attend quarterly DALECA meetings (**D**enver **A**rea **L**utheran **E**arly **C**hildhood **A**dministrators)