

# ST. PAUL LUTHERAN COMMUNITY PRESCHOOL

## PRESCHOOL PHILOSOPHY

St. Paul Lutheran Preschool is a ministry of St. Paul Lutheran Church to families with young children. We believe that young children benefit from an environment in which they have significant interaction with Christian adults as models and helpers in leading a Christian life. The preschool is committed to providing a learning program relevant to each child's spiritual, intellectual, physical, emotional and social needs. The curriculum is Christ-centered in its approach to teaching socialization, developmental and academic readiness skills, concepts and values. The members of the staff are committed to providing an atmosphere of personal warmth and supportive love, which stems from a love of our Lord and a love for the children.

St. Paul Lutheran Preschool provides its care for children in order to care for families. We encourage parents to be faithful in the use of God's Word and faithful in attendance at services in God's house. Children of families who are not members of St. Paul Lutheran Church are encouraged toward active membership in their own Christian churches, or, if they are not active members of a local church, they are welcome in our midst. The pastoral staff of the congregation is willing to answer any inquiries parents may have concerning the congregation.

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:5-7.

“Train up a child in the way he should go, and when he is old, he will not depart from it.”

Proverbs 22:6.

## **PLAY IS THE CHILD'S WAY OF LEARNING**

When you ask your child what he did in preschool, does he/she say “just played”? That is a very good answer, because play is a child's way of learning. What your child probably cannot explain to you is what was learned through play. Your child is learning to have a comfortable and happy time away from home, and that the teachers will be helping him try out new things. Your child is learning to do things his own way, as long as this is not harmful or does not interfere with the rights of others.

Your child is learning that toys and play materials at school are for all the children, and that it is fun to share and take turns. Your child is learning that there are new stories, new words, new songs, new experiences, and new friends to enjoy. Your child is learning that it is more fun to use imagination in gluing, cutting, coloring, and painting than to try to cut, paint, or color pictures that someone else has made. If parents and teachers realize that the best preparation for school is to provide the preschooler with opportunities to live and learn as a preschooler, this will be a very important year in your child's life.

## **CURRICULUM**

Our program centers on providing a Christian environment for the overall growth and development of young learners. Learning through play is our method of teaching. Through play, our teachers create situations in which the children can learn and develop the skills necessary for academic success. Our schedule provides a daily “Jesus time”, stories, music, snack, and art. Letter recognition and letter formation are practiced each week through activities, art projects, books, games and workbooks. “Handwriting Without Tears” is the curriculum we will use to help teach the students proper pencil grip and developmentally appropriate letter formation. Colors, shapes, patterns, and cutting skills are included in the lessons. We will help prepare your child for kindergarten success by introducing them to letters, numbers, vocabulary, and social skills. Our goal is a well round Christ centered child ready for kindergarten.

## SCHOOL CALENDAR

The preschool and the school will be following the same calendar whenever there are full days of school. If there are adverse weather conditions, St. Paul Lutheran School has three ways to notify you. One, check our school website at splcc.org. Two, watch KQTV for weather announcements. Three, listen to KKJO radio. If for any other reason the preschool is not in session, you will be notified by email. We do **not** cancel school because St. Joseph public school does.

### SESSIONS

Preschool M,W,F

Morning Session: 8:30 – 11:30 a.m. Monday, Wednesday, Friday

Afternoon Session: 12:30 – 3:30 p.m. Monday, Wednesday, Friday

Preschool T,TH

Morning Session: 8:30 – 11:30 a.m. Tuesday and Thursday

Children should arrive between 8:20-8:30 for the morning class and between 12:20 – 12:30 **NO EARLIER PLEASE!** This allows the teacher to be prepared for the day. Do arrive on time so our day can begin promptly. Late arrivals are a distraction. If special consideration needs to be made, please consult with the teacher. We are very understanding to extenuating circumstances. Please use the west entrance of the Silas building.

Children must be picked up **PROMPTLY**, no later than 11:35 a.m. or 3:35 p.m. Please remember children get very distressed when they are picked up late. There will be a late fee of \$5.00 per 5 minutes past dismissal time added to your bill.

### SCHOOL SUPPLIES

The school will provide most of supplies. There may be a supply list that will be included in the Open House letter mailed early in August. There may be special projects throughout the year when we ask you to supply specific items. Your child needs to bring a school bag or backpack every day. It should be checked daily by the parent for important work and information. Please place your child's name prominently on the outside of the bag so it can be easily seen.

## **NON-DISCRIMINATORY POLICY**

St. Paul Lutheran Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, sex, and national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

## **TUITION**

Tuition is due the first of each month, August through April. Please be prompt with your payment. Tuition is prorated for the entire year and takes into account that some months are shorter or longer. Non-payment of tuition can result in dismissal. All tuition must be paid either in the school office, checks should be made payable to St. Paul Lutheran Childcare (SPLCC), or you may sign up for automatic payment by filling out a form in the school office.

## **PTL**

Parents are encouraged to become involved in the Parent Teacher League. Meetings are led by the PTL officers. Dues for PTL are \$20.00 per year for each family. The PTL leads our fundraising efforts by helping the children in the fall and organizing the School Carnival during Lutheran Schools Week in March.

The main goal of the PTL is to foster a close relationship between the home and school through cooperation between parents and teachers. Parents are encouraged to join committees and become officers in the organization.

## **AUTHORIZATION TO PICK UP CHILD**

We must have written permission from the parent for any person other than the parent to pick up your child. This includes carpooling, babysitters, grandparents, etc. Whenever someone other than those indicated on the authorization form picks up your child, we will ask you to put this in writing and require a picture ID from that person.

## **ABSENCES**

Please notify the teacher by calling the office (279-1118), or by email if your child will be absent. We are concerned and will pray for your child. It is especially important to inform us if the child has a communicable disease, as the other parents will need to be notified. **DO NOT** send your child to school if they have a temperature above 99.0 or have vomited within 24 hours. They need to rest and not expose others. They may return to school when they have been fever free and have not thrown up for 24 hours.

If your child will be absent for several days due to a trip or family emergency, please let the teachers know.

## **SNACKS**

The schedule for snacks will appear in the weekly newsletter. Parents will be asked to provide a healthy snack several times a year. Due to the increasing number of students with peanut allergies, we have adopted a policy to have **NO** nuts in our school buildings. When bringing snacks or any type of food, please check the ingredients to be sure there are no **NUTS/ TREE NUTS** listed.

## **BIRTHDAYS**

On or near your child's birthday or ½ birthday, we will celebrate in class. If you wish, you may bring a treat bag to send home. If you want to invite your child's friends to a Birthday Party and send invitations to school, all students or all boys/girls must be invited to avoid hurt feelings.

## **FIELDTRIPS**

If for any reason a child cannot go on an outing, he/she is to be kept home. Please inform the teacher if your child cannot attend. This allows the class to promptly leave for their destination without waiting on children who are not planning to attend the event. Parents are welcome on fieldtrips. Children under four years of age must be in a car seat, so please plan to have your child's seat available on days of the fieldtrip. Many locations can only accommodate the class. This is your special time with your child attending preschool; therefore the school board has set a policy stating that siblings may not attend. Please let your child's teacher know if the student will be riding the bus or if you will be driving them.

## **NEWSLETTERS**

Every week your child's teacher will electronically send a newsletter telling about the upcoming events, announcements, and snack schedule. Please take time to read the newsletter with your child. This allows your child to participate in planned activities.

## **CLOTHING**

Informal attire is encouraged. Neatness is not a preschool virtue! Many of our activities may ruin a special outfit. Please label outer clothing (coats, boot, etc.) Please send your child in clothing that can be easily fastened. We do discourage cowboy boots, sandals and flip flops. The children have difficulty with this type of footwear on a regular basis. Please send a complete change of clothes in their backpack every day, accidents and spills happen at school.

## **PARENT-TEACHER CONFERENCES**

A conference will be available in the spring to discuss your child's progress. The teacher will be willing to meet with you at other times upon request.

## **DISCIPLINE**

St. Paul Lutheran Preschool strives to provide an atmosphere of consistency and stability for the children. Each child is encouraged to do his/her best. Positive reinforcement is used to help the child build self-confidence and respect for others. **AT NO TIME WILL CORPORAL PUNISHMENT BE USED.** When discipline is necessary, the following steps will be used:

The child will:

- be encouraged to settle disputes by verbally expressing emotions.
- be reminded of the rules of the room in a positive manner.
- have the situation explained (After you pick up the blocks, you may play with the puzzle.)
- be given a choice. (Keep the water in the water table or you will have to pick a different area.)
- be told to sit quietly to gain composure.
- be taken to the principal's office if the behavior is repeated.

If a child is endangering the safety of another child, he or she will have the situation explained with emotions expressed. (He was really scared; that hurt him.) and asked to sit quietly.

If a child's behavior or actions are continually disrupting the normal activities of the classroom or if a child continually endangers his peers, removal from the preschool may be necessary if no other viable solution is found.

### **PARENTS ARE WELCOME**

Parents are welcome to come unannounced to reassure themselves of the quality of care being given to their child.

### **QUESTIONS AND PROBLEMS**

St. Paul Lutheran Preschool anticipates a positive relationship with each family. If you have any questions about activities at the school, please contact your child's teacher or the principal to discuss it with them.

### **PRESCHOOL PROGRAMS**

During Lent, the children sing during the Wednesday night worship service at St. Paul to share with the congregation. Please plan to attend this worship service. If you cannot attend, please notify the teacher prior to the event.

### **HOLIDAY PARTIES**

There will be a Thanksgiving Feast, Jesus' Birthday, Valentine's Day and Easter party in their classroom. There will be a sign-up sheet at Open House to help with these parties. Parents are always welcome!

### **HEALTH & SAFETY**

Each child, before beginning the program, must have a complete physical. Preschool children must have the form filled out and signed by a doctor. Each child must have a current immunization form on file upon enrollment. If the child is exempt from any immunization, there must be on file a letter from the child's doctor or a parent or guardian stating why the child cannot be immunized.

All families must complete a family medical history, indicating allergies, medications, prolonged illnesses, etc. We will administer no medication without proper authorization by the parent or guardian, and doctor. A medication authorization form must be completed before any medication will be administered.

The safety and wellbeing of your child is of the utmost importance. We are required by law to report any neglect or abuse that is observed or suspected.

### **ILLNESS OR ACCIDENTS**

If your child becomes ill or is involved in any kind of accident where health care other than minor first aid is needed, we will attempt to contact you, using your emergency number. If we still are unable to reach anyone, the school will take responsibility for getting medical attention for the child. If it is necessary for the child to go to the hospital, public transportation (i.e., an ambulance) will be used to transport your child. All expenses incurred due to the accident or injury will be the responsibility of the parent or guardian. Each accident or injury will be documented, explaining what happened, action taken, and witnessed and signed by attending school staff.

### **CONTAGION**

When we become aware of a contagion (head lice, impetigo, ringworm, pink eye, pinworms, etc), parents will be notified immediately to retrieve their child and will also be informed of treatment for the contagion. The child must be doctor medicated and treatment documented before the child will be allowed to return to the preschool.

### **EMERGENCY DISMISSAL**

If, for any reason, St. Paul must be dismissed early, parents will be notified as soon as possible. Parents may be required to find alternative care for their child for the remainder of the day.

### **GRIEVANCE POLICY**

When a parent or student has a grievance of one kind or another against a member of the faculty or staff, he or she shall follow the Christian example found in Matthew 18.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan and tax collector.” Matthew 18:15-17

1. The first step is that the person should voice his or her grievance in person to the faculty or staff person in question.
2. If, after this one-on-one discussion, the parent or student feels the problem has not been resolved, he or she should arrange a time when the principal or another person can go with him or her to meet with the person against whom the grievance has been voiced.
3. If the matter is still not resolved after the meeting in step two, the person with the grievance and the persons who discussed the matter in step two should all meet with the Chairperson of the School Board.

AT NO TIME SHALL A PARENT OR STUDENT VOICE A CONCERN OUTSIDE HIS IMMEDIATE HOUSEHOLD BEFORE FULFILLING THESE ABOVE THREE STEPS.

If any matter is handled contrary to the above policy, the family will be asked to meet with the School Board to discuss their continued enrollment in St. Paul Lutheran School. All cases will be reviewed within 30 days by the School Board. All School Board decisions are final.

This policy should in no way be construed as an effort to close the door of communication between parents, students, and the school. On the contrary, it is an attempt to channel all such grievances along the lines of Christian rapport. Any legitimate concerns will be received with all due consideration so that a satisfactory solution may be found.