

HELPING YOUR CHILD LEARN

Your child is learning every day about himself/herself, his/her family and his/her world. The early years are very important for your child. The experiences your child has are responsible for what he/she learns about the world. You can help by:

1. Keeping your child healthy. Seeing, hearing and feeling well will help your child learn.
2. Making certain your child has you to talk to, to answer questions, to read to, to play with.
3. Listening to your child share his/her experiences about places he/she has been, likes and dislikes, how he/she feels.
4. Giving your child opportunities to play with peers, to run, to play with toys, look at books, hear music, create art projects with materials like colors, paint, scissors and clay.
5. Encouraging your child to participate in simple chores at home.
6. Visiting places of interest in your community, such as the library.

SOME THINGS YOU CAN DO

At school, play clothes will let your child participate more wholeheartedly in all of the activities, both indoor and outdoor. Please label your child's removable clothing (this includes boots) with name tags or tape. Be sure they are marked with names or initials that your child can recognize.

Have a place in your home that your child can put their papers every day. Perhaps you are working or are too busy to look at papers the very moment that your child comes home from school. It will be good to have your child's papers in a special place where you can see them. This will also help your child be responsible and realize that you are interested in what he/she is doing in school. Please share this activity with your child.

Welcome to St. Paul's Lutheran Preschool. We are proud to work as a partner in providing a Christian environment for your child during these important growing years. The program at St. Paul's Lutheran Preschool is a developmental program which provides children a supportive, loving atmosphere that encourages the maximum development of the many gifts, interests, and abilities of each child.

Our early childhood program provides opportunities for children to be themselves, to develop a positive self-concept, to sense their own worth and to develop a love of learning.

This handbook has been prepared in an effort to help you and your child have a successful preschool experience. Please go over the material in this handbook carefully and thoughtfully.

VALUES:

1. **Faithful** – I am faithful to God, myself, and others
2. **Respectful** – I am respectful by listening, using self-control, and accepting authority
3. **Use Manners** – I use manners by saying "Please," "I'm sorry," "Thank you," "You're welcome," not interrupting, patiently waiting.
4. **Integrity** – I am doing the right thing even when no one else is watching
5. **Teachable** – I am flexible, adaptable, and ready to learn
6. **Galatians 5:22-23** – "But **the fruit of the Spirit** is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control..."

PHILOSOPHY

We believe early developmental education is society's initial expansion of the young child's world. We believe early developmental education should:

1. Use the principles of growth and development as a foundation for teaching and learning.
2. Appreciate each child's uniqueness in background, ability and rate of development.
3. Enhance the child's positive self-image.
4. Stimulate the balanced growth of the whole child by providing an environment which facilitates higher order thinking skills, problem solving, learning and living.
5. Provide a planned, comprehensive program of experiences designed to develop the cognitive, emotional, social, physical, spiritual, and creative abilities of each child.
6. Nurture lifelong positive attitudes toward learning.

We believe the role of the teacher is:

1. To provide a safe and secure learning environment.
2. To provide the tools for learning with a balance of developmentally appropriate activities and materials.
3. To be a good role-model who will enjoy learning with the children and encourage freedom with responsibility.
4. To assess and evaluate learning and curriculum.
5. To value parents as partners in their child's education.

Our hope is to provide your child with a happy and successful preschool experience.

Our goal is to help your child achieve the following objectives:

1. To develop a positive self-image and feel a growing sense of acceptance and belonging.
2. To express creativity in a variety of art media, music, stories, poems, language, dramatic play and choice time.
3. To gain independence and satisfaction from activities accomplished.
4. To be self-disciplined, and to act and think independently.
5. To develop a growing sense of responsibility both as an individual and as a member of the group.
6. To work and play cooperatively with others, to wait for turns, to listen while others are speaking, to share equipment and to be aware of others' rights and needs.
7. To develop acceptable health and safety habits.
8. To develop large and small muscles.
9. To develop basic number concepts and reading readiness skills.
10. To build language skills with a growing vocabulary by telling and listening to stories, sharing experiences and participating in dramatic play.
11. To use language to communicate with spontaneity and confidence.
12. To develop and widen horizons through nature study, observance of holidays, seasonal changes and field trips.
13. To be responsible for completing activities and putting away materials.
14. To acquire habits of neatness.

The teacher's role is to provide a wide range of experiences using the Creative Curriculum and Quality Preschool Program Standards, so that each child will have an opportunity to progress according to his/her own ability in the following goal areas: These are 38 researched based objectives for development and learning. These objectives span from birth through third grade. They enable teachers to see children's development and learning along a progression across the whole of the early childhood years.

Social-Emotional Development
Language Development
Cognitive Development
Literacy

Mathematics
Spiritual Development
Physical Development

In addition to experiences in the fields of Science and Technology, Social Studies, and The Arts.

SNACKS FOR PRESCHOOL

To meet QPPS standards, all foods coming from home that are intended to be shared among the students must either be whole fruits and vegetables, or commercially prepared and packaged foods in factory-sealed containers. This rule applies for foods that are brought to the school to celebrate special occasions such as holidays and birthdays. Milk or juice will be served with the snack.

FRUIT (may be served with dip)
(plan on ¼ to ½ cup per child)

apples	oranges	raisins (box)
cantaloupe	bananas	peaches
pineapple chunks	strawberries	grapes
watermelon	kiwi	kabobs
any combination		

VEGETABLES (plain or with spreads and dips)

celery sticks	carrot sticks	tomato wedges
pickles	toasted pumpkin seeds	cucumber slices
broccoli	sunflower seeds, shelled	cauliflowerettes
green peppers		

OTHER

cheese	cheese-ham kabobs
deviled eggs	lunch meat cubes
graham crackers	ice cream cones or bars
cheese & sausage	pretzels
dry cereals	chex mix
bagels	bread – children love to make sandwiches
muffins	raisins
shape sandwiches	cheese cubes on a pretzel
granola	crackers, plain or with cheese
shape crackers	yogurt
sandwiches (jelly, tuna salad, egg salad)	

If a child enrolled has a specific food allergy, a modified snack list will be provided.

TRANSPORTATION

Transportation is available through the WSR Schools for students who reside in the designated busing areas. Parents must make their own arrangements for busing through the WSR Bus Garage 352-5009.



VISITATION

We maintain an open door policy. Parents are welcome to visit our classroom after the first few weeks, as it takes a few weeks to adjust to the new environment. If the teacher is not free to talk with you, please understand that it is difficult to divide one's attention when young children are involved. Just feel free to join in with the activities. You are most welcome to share a story, a game, a hobby or a special activity with the children.

FIELD TRIPS

Teachers plan field trips and activities away from the school to enhance the preschool experience. When a child participates in an activity away from the school, staff members will have basic first aid supplies and emergency telephone numbers for each child on the trip. Parents are welcome to join us to help provide supervision for field trips as space allows. There is a \$3/child fee for each field trip.

Field trip transportation is contracted with Waverly-Shell Rock Schools.

GOALS

1. Young children will learn through active participation with their environment.
2. A positive class environment with consistent procedures will be provided to enhance the child's self-image.
3. The development of foundational skills needed for further growth in literacy, mathematical thinking, scientific thinking, cultural understanding, the arts and other areas of the curriculum will be encouraged.
4. Creativity will be supported through discovery learning process through honest, consistent and meaningful communication.
5. Parents and teachers will be partners in the learning process through honest, consistent and meaningful communication.

Activities at St. Paul's Lutheran Preschool are planned for both individual and group. Field trips away from the school and resource persons coming to the school are added to enrich the child's knowledge about the community. Creativity is encouraged through paints, playdough, scissors, paper and glue, materials for role play and dramatic play. Christian principles, social adjustment, language development, and coordination are given high priority.



DISCRIMINATION POLICY

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

PRESCHOOL ENROLLMENT

St. Paul's Lutheran Preschool maintains a policy of open enrollment. However, priority is given to children whose parents are members of St. Paul's Lutheran Church, nonmember families who currently have a child in grades K-6 in St. Paul's School, and families whose child is already enrolled in the preschool program.

1. All children whose third birthday is on or before September 15 may enroll in Sections A, B or C. (listed below)
All children whose fourth birthday is on or before September 15 may enroll in Sections B, C, D, E, or F. (listed below)
2. **Your child must be toilet trained prior to the first day of school.**
3. Parent must present a birth certificate for verification of birth date.
4. **Your child should have completed the required immunizations and physical before being admitted to preschool.**
5. Parents must complete the preschool information forms.

Enrollment is determined by the receipt of your registration fee payable on the day of registration. The registration fee is non-refundable.

Program options:		Max # children
Section A – TTH a.m.	8:30 – 11:00	16
Section B – MWF a.m.	8:30 – 11:00	18
Section C – MTTHF p.m.	12:10 – 3:10	20
Section D – MWF All Day	8:30 – 3:10	20
Section E – M-F All Day	8:30 – 3:10	20

(2:00 dismissal on Wednesdays)

(enrollment is limited to one year)

*Limited number of scholarships available upon request.

BEFORE AND AFTER SCHOOL CARE

Child care is offered before school begins starting at 7:00 a.m. every weekday morning and afterschool from 3:10-5:30 p.m. every weekday afternoon, with the exception of Wednesdays. The before school cost is \$3.00/child, after school cost is \$3-\$6.00/child. To participate in this service parents must register their child.

Before and After School care is not available on late starts or early outs due to weather or on any days when school is not in session.

On Wednesdays, families wishing to have their child in After School Care must register their child for Saints Alive, St. Paul's Lutheran Church's after school-faith based program which meets from 3:10-4:20 for pre-school through 5th grade. Child care is provided by the church 4:20-5:00.

EMERGENCY POLICIES

Special procedures will be taught to the students regarding fire and tornado drills. Drills will be held regularly. The school staff will alert teachers beforehand so that they can talk to their classes.

CONTACTING THE SCHOOL OFFICE

Throughout the year there will be times you will need to call the school. The best time to talk to the teacher will be before or after school. Please feel free to call when you have a question concerning your child.

St. Paul's School Office

319-352-1484

LUNCH (extended preschool and MWF all day preschool only)

Children **bring their lunch** to school each day. Milk is available for lunch. On Tuesdays or Wednesdays, alternate meals are available, including: Pizza, McDonalds, Jimmy Johns and Hot lunch. Additional meals and milk costs vary and may be paid at registration.

BITING POLICY

BITING will not be tolerated. Depending on a child's age and developmental level, warning and a note home to the biter and victim will be imposed. If the child is older and has adequate verbal and expressive ability, biting is considered unacceptable, and he/she will be sent home immediately. We reserve the right to suspend or expel any child from the school whose needs cannot be met by the staff, or whose behavior is constantly such that the staff cannot tolerate the child's behavior while caring for the rest of the children in the class/school.

SAFE ARRIVAL/DEPARTURE

Please walk your child into the classroom using the NW or NE building entrance. Your teacher will inform you the door you will use for pickup/drop-off of your child. Doors will be unlocked for those specific times of the day. Plan to drop off between 8:20 and 8:30 as teachers are preparing for the day before then.

Return to the classroom door to pick-up your child. Every child is required to stay with the teacher until the parent comes to the room. The teacher must see each child leave. Please be prompt. If for some reason you feel you may be late someday, please let the teacher and your child know in advance. For your child's protection, please notify the teacher if your child is to go home with someone other than yourself. The teacher will NOT dismiss a child to anyone different without notification from you.

School is dismissed at 2:00 each Wednesday for staff development.

RECESS GUIDELINES

Temperature/Weather Conditions	Clothing required
Below 55° F; PS = below 60° F wind chill	Jacket; if wearing a sweatshirt, that sweatshirt must not be worn in school
Soggy, wet conditions (i.e. Spring thaw)	Boots
Below 40° F but no snow PS = below 50° wind chill	Coat, Hat, Gloves
Below 40° F with snow (wind chill)	Above plus Boots & Snow Pants
Below 0° F (wind chill)	Stay Inside

TUITION INFORMATION

Tuition can be divided into nine equal parts with one part due each month beginning September 1. Tuition is the same each month. The regular tuition will be charged when your child is absent. This policy is necessary because our costs continue and we reserve a space for your child. Please pay tuition in the school office. It is helpful if you pay tuition online or during our school administrative assistant's office hours which are:

Monday through Friday

7:30 a.m. – 4:00 p.m.

Registration fees and Tuition will be paid according to the policies set forth by the school board:

Registration Fees – due by the first day of school.

1. If the registration fees are not paid by the first day of school, the principal (shall) send a reminder to the parents during the first week of school.
2. The principal will report any unpaid registration fees at the first regular School Board meeting of the school year.

Tuition – due the first day of the month.

1. If the tuition is not paid at the beginning of the month, the principal shall send a reminder to the parents about the 20th of the month.
2. Families who are two months delinquent in making tuition payments under the method of their choice will receive a second written notice of such delinquency, encouraging prompt payment.
3. If prompt payment cannot be made, the family will be requested to submit an alternate plan for delayed payments or the family may request scholarship assistance. In cases where an exception could be made, the principal may arrange an alternate plan with the parents for delayed payments of tuition and registration fees and present to the School Board for approval.
4. The principal will report to the School Board those delinquent if an alternate plan has not been arranged. The School Board shall determine a termination date for the child's enrollment.

PARENT TEACHER CONFERENCES

There will be preschool parent-teacher conferences that coincide with WSR District Schedule. The purpose of the conference is to help you better understand the areas in which your child works and plays. It is important to have on-going communication between home and school. If you have additional questions or concerns, please contact the teacher.

PARENT-SCHOOL COMMUNICATION

From School to Parent

The School Directory/Calendar lists contact information for school staff, school board, and St. Paul's families in addition to holidays, vacation days, in service, early dismissal and dates for Parent-Teacher Conferences.

Classroom Newsletters will be sent home with your child periodically with special dates and information.

Adverse weather schedule changes (school closings, early-outs, or late starts) is coordinated with Waverly-Shell Rock Schools (WSR) and reported on radio stations KWAY 99.3 (AM 1470), and KWLO (AM 1330), and on KWVL TV (channel 7). Text

alerts/online/phone messages are available. You may sign up for the app SchoolWay and download the Waverly-Shell Rock (WSR) Schools. If WSR dismisses because of weather, we automatically dismiss as well.

If there is a two hour late start, there will be no morning preschool.

From Parent to School (352-1484)

Inform the school of **address, phone or e-mail** contact changes

Inform the school of **changes in family status** (divorces/child custody)

Inform the school of your student's **adverse weather arrival or dismissal plans.**

If you have not alerted your child's teacher or the school office by 9:00 a.m. about your child being late or absent you will receive a call asking the whereabouts of your child.



HEALTH AND MEDICATION PROCEDURES

There will be times when your child may not feel well enough to come to school. Please call the school and leave a message with our school secretary. For your child's safety, we should know why they are not in school. If your child is absent and we do not receive notification by 8:45, our school secretary will call you.

Your child will be expected to go outside with our class. If your child is well enough to come to school, we believe the fresh air will be good. We believe that this is an important part of our day. Please dress your child accordingly. During the winter months mittens, hats, snow pants and boots must be provided. Please remember to label them!

INJURIES AND ILLNESSES

First aid is administered as needed. Except for minor injuries, a parent will be notified immediately when a student is injured or suddenly becomes ill.

Emergency Treatment protocol includes calling for an ambulance and checking the student's emergency card for the name of the family doctor, and phone numbers for parents and other designated emergency contact persons.

Medication, prescription or over-the-counter, will not be dispensed at school unless a form signed by the parent and doctor has been completed, and the medication is in the original bottle which states directions for dosage and frequency of dispensation. The school secretary is certified to dispense medications.

Symptoms suggestive of a communicable disease include: fever (99.6 degrees or more), sore throat, nasal or ear drainage, nausea and vomiting, skin rash, inflamed eyes, skin lesions suggestive of scabies or impetigo, head lice or headache. Children should be "fever free" for 24 hours before returning to school.

Food Allergies: Be sure to inform the teacher of any allergies, necessary treatment, and severity of the allergy.

DISCIPLINE

Our goal is to facilitate the development of self-control in children by using positive guidance techniques. We explain clear consistent rules, model and encourage positive expected behavior, and redirect children to a more acceptable behavior. We practice positive encouragement. We will use re-direction, discussion, logical consequences, and time-outs to help the child develop acceptable behavior habits.

EXPECTATIONS to reflect the FRUIT values at all times.

SCHOOL BEHAVIOR EXPECTATIONS (at ALL times, including before/after school, and including when parents are present)

Walking Zones (any place in the building)

No running up and down the stairs

No yelling

Recess line-up immediately when the bell rings

Church and school etiquette

The first Worship will be dedicated to teaching these skills

These skills will be reviewed as needed

"ALWAYS NO"

Inappropriate words or actions

Intentionally physically hurting someone

Disrespecting any adult or authority

Targeting, intimidating or threatening others