

# St. John's Lutheran Preschool Handbook 2017-2018

808 South Main St.  
Red Bud, IL 62278  
618-282-3873  
Ext. 122

Director/Teacher: Mrs. Cindy Steele



Jesus said, "Let the little children come unto Me and to not hinder them, for to such belongs the Kingdom of Heaven"  
Matthew 19:14

### **St. John's Lutheran Church Mission Statement**

The mission of St. John's Lutheran Church is to preach the Gospel of Jesus Christ, to administer the sacraments to its members, and to provide Christian Education in service to all people. (Matthew 28:18-20)

### **St. John's Lutheran School Mission Statement**

St. John's Lutheran School provides quality Christ-centered education for the congregation and community to make and equip disciples of Jesus Christ. (Matthew 28:18-20)

#### Mission Views:

- St. John's Lutheran School exists to declare that the God we worship is our Lord and Savior. We proudly declare and teach that God the Father is our Creator, that God the Son (Jesus) is our Savior and that God the Holy Spirit brings us into faith and keeps us in the one true faith.
- St. John's Lutheran School brings to each child the knowledge of the world which our God created. We accomplish this by offering the best academic education that we are able with the grace of God as our support. The Bible is the true Word of God and is the standard for our human existence.
- St. John's Lutheran School, Church and community work together to nurture the intellectual, social, emotional, spiritual, physical, and artistic capabilities of all children.
- The staff of St. John's Lutheran School believes that all children have the privilege of being taught in a Christ-centered school environment by Christian teachers. It is our philosophy that all staff – whether pastors, teachers, support staff, paraprofessional workers or volunteer workers – work for common goals. These goals are to further Christ's ministry on earth, to be faithful in worship and Bible study, to be in harmony and unity with each other, to be active in congregational work, and to demonstrate to the church and school that they are examples of Christ's love.

St. John's Lutheran Preschool admits students of any race, color, national or ethnic origin. All the rights, privileges, programs and activities are available to all students at our school.

#### PHILOSOPHY

The early developmental years of a child are critical as children undergo half of their growth in height, intelligence, and general learning ability before the age of six years.

We at St. John's Lutheran Preschool believe that young children need a sense of their own worth, unconditional love, and trust in and from their care-givers. Children need opportunities to exercise choice, to explore and investigate their environment, and to learn socialization skills before entering into the elementary school system. In addition, interaction with adults will provide the opportunity to develop vocabulary and ideas, along with freedom for creative self-expression. These are all part of our preschool program.

It is our view that children are individuals who at this age learn best through concrete play-oriented activities. Hence, it is our goal to plan experiences that give children motivation for learning, as well as to teach children how to learn. Most of all, young children need to experience God's love for them.

Our preschool is a Christian preschool in which children learn simple Christian truths related to their experiences and levels of development. Bible stories, songs, and prayers are used appropriately throughout the year. The environment of St. John's Lutheran Preschool conveys the love and care that God's people have for each individual as a special person.

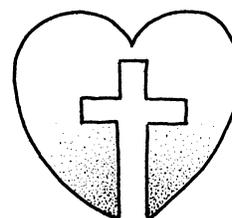


## ADMISSION POLICY

Child must be at least 3 years old by September 1 of current school year.

Enrollment shall be contingent upon:

- Completion of enrollment form
- Registration fee paid
- Copy of child's birth certificate on file at school
- Child's social security number on file at school
- Completion of medical forms – current physical and immunization record on file at the school  
(Including Chicken Pox Vaccine or proof of Chicken Pox)
- Home visit by teacher
- Child must be potty trained.



## CLASS SIZE AND TIMES

### 3-year olds

Class size: 15 children

Class time: Tuesday and Thursday

8:00 – 11:00 a.m. and 12:00 – 3:00 p.m.

### 4-year olds

Class size: 18 children

Class times: Monday, Wednesday, Friday

8:00 - 11:00 a.m. and 12:00 - 3:00 p.m.

## FEES AND TUITION

Tuition for the two-day program is \$80.00 per month for 9 months. (June 2013)

Tuition for the three-day program is \$100.00 per month for 9 months. (Since the month of August is less than ½ month and May is usually a little over ½ month we have combined these two months into one payment.)

If more than one child is enrolled in preschool from the same family at the same time, there is a \$10.00 reduction in the monthly tuition for the second child and a \$20 reduction in the monthly tuition for the third child. (2012)

Tuition is due the first school day of each month.

There is a \$45.00 non-refundable Registration Fee due at the time of enrollment (Effective August 1, 2011). This fee guarantees your child's enrollment provided all other criteria are met satisfactorily. This fee is used to help defray the cost of our supplies and creative cooking experiences.

Any new child enrolled after school begins shall pay the total monthly charge if they are enrolled before the 15<sup>th</sup> of the month. If enrolled after the 15<sup>th</sup> the charges will be one-half the regular monthly fee.

A refund of \$3.50 per day will be given if a child is absent for three consecutive days of class due to illness.

St. John's Lutheran preschool is self-supporting, and fees have been established to sustain it. The expenses such as salaries, food, and supplies are paid from the tuition. Payment must be made the first session of each month. A reminder will be sent after the 10<sup>th</sup> of the month if payment is late.

Any parent who experiences financial difficulty during the year is urged to contact Mrs. Steele and discuss their problem in confidence. Special consideration can be made in order to keep your child in our program. Our school does have a tuition help program available to families experiencing financial difficulties.

If an account is delinquent for thirty days, the parents will be asked to meet with Mrs. Steele to discuss alternative financing and/or the child's continued involvement in the preschool.

## RULES AND REGULATIONS

1. All children will be brought to and from preschool by an adult. Preschool students should enter the school using the west entrance. This entrance will be open at 7:45 – 8 a.m. and 11:45 – 12 noon each day. If students arrive to school after the doors are locked, they will need to enter the school using the north doors. Each adult will be responsible to see that the child enters the preschool room safely. Arrival time should not be more than 10 minutes before the scheduled class time, unless special arrangements are made with the teacher.



2. Parents will provide the teacher with a list of adults who are allowed to pick up their child from preschool. This is not only helpful to the teacher, because she will know to whom each will be dismissed, but will also give parents peace of mind as it will ensure the safety of their child. If someone different than the normal person is picking up your child please send a note.
3. At the end of class, students will be brought to the west doors at dismissal time. . The children will be dismissed only when their parent or designated adult has arrived.
4. Parents or designated adults must sign their child in at the beginning of the class and out at the end of class each day.
5. The west entrance will be open from 7:45 a.m. – 4:00 p.m. every school day for anyone needing to enter the school.
6. Please notify Mrs. Steele or call the school office to report your child being absent from school.

#### REASONS FOR DISMISSAL

1. Child's behavior is a detriment to the other children. (persistent unusual behavior, disruptive, or inappropriate behavior)
2. Child is a health concern or risk and should not be in contact with other children.
3. Family is not cooperative. (Failure in tuition payment, failure to cooperate with the preschool's philosophy, rules, and methods, or verbal/physical abuse by a parent or guardian toward the teacher or aide)

Simple rules will be explained to the class with periodic reminders. The child will be reminded in simple language about the rule he/she is not following. Our main attempt, however, is to encourage good behavior by praising the child often for following the rules.

After a 2-week adjustment period, if Mrs. Steele finds that the individual needs of a certain child are not being met, or if the child is unable to adjust and is not suited to the environment, a conference will be held with Mrs. Steele, the parent(s), and the principal.

Mrs. Steele will make every effort to provide the child with proper testing, care, and placement. If necessary, the child will be referred to another school, special facility, or professional guidance, depending upon the child's individual problem or situation. The preschool staff is not qualified in the field of special education or psychology; therefore, we cannot meet the needs of children with special problems or handicaps.

Mrs. Steele will observe, record, and review all information regarding the dismissal of a child. The decision will be based upon the child's best interest and development and the well being of all the other children enrolled at St. John's Lutheran Preschool.

## GENERAL INFORMATION

1. A Parent Orientation night will be schedule in July or August. This is a time for the parents to meet each other and the children to familiarize themselves with the room. At this meeting, questions can be answered and more information will be made available about the school year.
2. Mrs. Steele will schedule a home visit with each family in August.
3. Preschool classes begin the first full day of school in August. The school calendar, which will be given at the beginning of school, will coincide with the public schools holidays and institute days. We will not have school when the Southern Illinois District of the Lutheran Church-Missouri Synod has scheduled teachers' conferences.
4. Dress your child for active play in simple, washable, practical play clothes with convenient fasteners to encourage independence. Please encourage your child to wear sturdy tie or slip on shoes with backs. Dressy shoes with slick soles restrain movement and can cause falls and slips. Sandals are not recommended; they to not provide protection and they fill easily with rocks. *(Please refer to the School Handbook section on Dress Code.)*
5. Bring a change of clothes from home in a labeled Ziploc bag in case of accidents, especially if parents are away from home during school time.
6. Snow days for school closing will be announced on radio stations KMOX (1120 AM), and WHCO (1230 AM) and the St. Louis TV station. We will be closed when Red Bud Community School District 132 is closed.
7. Field trips will be taken during the year. A permission/ information/emergency form will be provided for you to sign, and will be kept on file in the preschool room. This form will be good for all field trips. Three-year-olds, who weigh less than 40 lbs., are required to have their own car seats for trips. Three and four year olds weighing over 40 lbs will be seat belted according to state law.
8. A bulletin board in the hallway will be your "Information Center" where special notes and the monthly schedule will be posted. Each preschool class also has a calendar and bulletin board on the Fast Direct Information System (At the beginning of school you will receive the web address and your own ID code and password.). This is an internet access system where parents can get information about what is going on at school, check personal school payment records, see student's grades, and communicate with the teachers. Communication between school and home will keep everyone informed and involved.
9. We will schedule Parent/Teacher Conferences in October. You will want to take advantage of this opportunity to learn more about your child. Please feel free to call Mrs. Steele at school (282-3873 ext.122), home (282-6003) or use Fast Direct at any time if you have questions or concerns.
10. Each child should bring a school bag to school each day. The bag should be large enough to easily hold an 8 1/2 x 11 inch folder (folder will be provided).



11. We celebrate 4 special events (Fall, Christmas, Valentines, and Easter) throughout the school year with a party. Parents are welcome to attend these parties. Parents may also sign-up to bring snacks, drinks or paper products (plates, cups, napkins) for the party. Please indicate on the sign-up sheet posted on the bulletin board or contact Mrs. Steele if you wish to provide something for a party.

## SNACKS AND FOOD

On the first day of each month, your child should bring three to four cups of some kind of dry finger food (cereal, pretzels, nuts, raisins, Teddy Graham, crackers, etc.). These snacks will be shared throughout the month, when we are not doing our Creative Cooking.

A goal of our school is to broaden the concept of food and its importance to health and well being, emphasizing good nutrition and development of good attitudes towards eating. St. John's adopted a Wellness Plan in 2006, please read this policy in the front of the handbook. We use our Creative Cooking time to give experiences for learning concepts of science, math, and social studies.

Birthdays and Half-birthdays (summer birthdays) of each child will be celebrated during the year. A special treat may be brought from home at this time (cupcakes, sundaes, cookies, cake, etc.). Each month a calendar will be sent home indicating which day, your child may bring his/her birthday snack. Please do not send extras such as balloons, small toys, or party favors.

## HEALTH POLICIES

Each child shall have completed health forms on file at school, including: identification and emergency information, child's health history, and pre-admission physical examination.

Basic responsibility of the child's health inspection rests with the parents.

1. Keep your child home if within the preceding 24 hours he/she had been unusually irritable, had a marked loss of appetite, vomited, had loose bowels, or sore throat, excessive runny nose, rash, fever, cough, or drainage from the eyes (pink-eye).
2. The teacher may question you about any suspicious symptoms, and if your child should become ill during the school session, the teacher has the authority to isolate or send him/her home. She may also request that you have your child's hearing, sight, or speech tested.
3. To prevent group exposure to contagious diseases, parents are to notify the teacher when a child has had any exposure to a contagious disease outside the school, such as chicken pox or measles.
4. Emergency Procedure:
  - a. In the event of serious accident, Mrs. Steele or school staff shall call the family and the family's doctor as listed on the Emergency Notification Card.
  - b. Until the child is removed from the school for treatment, the teacher will be in charge and will make all decisions regarding the care of the child.

- c. In an emergency, 911 will be called and the child transported to Red Bud Regional Hospital. A staff member will accompany the child, in the ambulance, to the hospital.
- d. It is understood that the parents of the child will accept responsibility for any expense resulting from an emergency call.
- e. The teacher will file an accident report for all accidents occurring at school.
- f. School first aid kit shall be available.

## CURRICULUM

St. John's Lutheran Preschool attempts to meet the physical, emotional, social, and intellectual needs of all children through the many daily activities planned.

We plan a balanced program so that each child will have an opportunity to learn at their own pace. Learning activities are planned to start at the child's level. A feeling of success and of accomplishment is the goal of our program. We encourage the students to become self-sufficient by following a consistent daily schedule and routine.



Below are listed centers and activities your child will enjoy nearly every preschool session.

**Block Center:** Blocks are excellent small and large muscle developers. Beginning math is learned as children place same size blocks together, create their own structures, and calculate how large they can build their creation. Building with blocks fosters imagination and intellectual growth.

**Art Center:** In the art area the children will develop the small muscles in their hands. Cutting, gluing, coloring, and painting are worked on in this area. The projects are designed that what your child brings home is your child's work. We offer a variety of mediums that will promote your child's creativity. We seldom ask the children to paint or draw in a specific way because the confidence the children gain by doing it themselves is more important than technique. Whenever possible we write down what the child says about their artwork. Putting the child's own words in print encourages reading interest.

**Dramatic Play:** Children enhance their social and emotional skills during pretend play. They learn how to express themselves, take on a new role, and be creative.



**Library:** We provide a variety of books on different subjects. Children are free to look at books during free time. Each week they will check out a book to take home and share with their family. If a student does not return their library book, they will not be allowed to check out another book. If the book is lost please contact Mrs. Steele.

Circle Time: The children are together at this time, sitting on mats. Here we learn about different concepts such as numbers, colors, letters, shapes, directions, and sizes. We read books, sing songs, do finger plays, do our calendar, show and tell, and participate in group discussions.

Jesus Time: This special part of the day helps us to remember that we are all children of God. He sent Jesus to love us and forgive us. He wants us to be with Him forever. Our teaching and gentle discipline are results of our belief that each child is a gift of God.

Even though preschool children are young, they are interested in God and how God feels about them. The Bible says, "Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6 If you want your child to go to church when they are pre-teens, give them the security and peace in believing now when they are preschoolers. Please take them to Sunday School and let them experience worshiping God in church also, as they see your loving example. God promises to bless your efforts.

One of my main goals is to teach each child they are a gift from God. They are each a special and unique creation of God. God loves them unconditionally.

Parents Notes

