

St. Peter Lutheran Three- Year-Old Preschool Handbook 2019-2020

GOALS and OBJECTIVES

St. Peter Lutheran Three Year Old Preschool is a facility that is part of the total education program of St. Peter Evangelical Lutheran Church (WELS). Through our school we have an efficient agency by which our congregation seeks to meet its obligation to teach and train children in accordance with the Savior's command: "go and teach all nations ...teaching them to obey everything I have commanded you." Matthew 28:19-20, and "Feed my lambs," John 21:15. Therefore, the goal of this preschool program is to nurture and train God's lambs as followers of our Savior.

Home, church, and school are the chief agencies designed to educate our children according to God's plans. **Complete cooperation between these agencies is absolutely necessary for the welfare of your child.**

It will be the objective of this preschool program to:

1. To instill in young children the knowledge of God's love for them.
2. To lead the children to appreciate the wonders of God's creation.
3. To encourage the children to speak to God in prayer.
4. To help the children become aware of and have an interest in God's world around them.
5. To encourage in the children a healthy self - image, as a children of God.
6. To foster love and respect for all people.
7. To help children understand their feelings and to cope with those feelings in a God- pleasing way.
8. To help children feel at ease about being away from home.
9. To help children learn to enjoy the friendship of others - both children and adults.
10. To help the children to learn to work and play independently.
11. To give the children many opportunities to work and play cooperatively in a group.
12. To provide children with opportunities to experience success.
13. To inspire in children, the love of learning.
14. To assist the children with proper muscular and motor development.

15. To provide a wide variety of opportunities for creative expression.
16. To provide for and encourage good listening and speaking skills.
17. To foster a feeling of responsibility toward property and materials.

ENROLLMENT

Any toilet trained child who has reached the age of three by September 1, 2018 or any four-year old who is not entering 4 year old preschool is eligible for enrollment.

The three year old preschool program is limited to ten students per class. Consideration will be given first to the congregation member's children, and then to others in the community. The class will run for two and one half hours per session. The classes will be held on Mondays and Wednesdays from 8:00 am to 10:30.

TUITION

St. Peter's 3/K preschool is supported by the church and with the payment of tuition fees. The tuition for our two half day program Monday and Wednesday will be \$320 per year for members. The cost for nonmembers is \$440 per year. 10% of the cost needs to be paid when the child is registered. The remainder will be divided into monthly or quarterly payments. Your financial statement and record of payments will be kept at school. The school secretary will put notices in the memo reminding you when quarterly payments are due, and you can pay her in the school office. Please make all checks payable to *St. Peter Lutheran School*.

FORMS

State law requires:

- An immunization record that meets current immunization laws
- A registration form
- An emergency contact form (the contact person will need to pick up the child within one hour of being contacted)
- An authorization to transport a child for field trips and other activities

REGISTRATION

All forms will be given to parents at the 3/K visiting day in May or at the home visit, the forms must be completed and signed that day or by the first day of school. If the forms are not completed, signed and returned, the child can not attend class until the forms are completed. A letter confirming

your child's registration will be sent to parents two weeks before the start of the program.

WITHDRAWALS

The school reserves the right to terminate the attendance of any child if it is determined that such attendance is not in the best interest of the child or has a disruptive effect on the other children.

The school also reserves the right to terminate the attendance for any other of the following reasons:

* Lack of cooperation by the parents * Delinquency in payment of fees *

* Serious illness of the child*

FIRST DAYS

Even though your child may be very excited to be attending preschool, it is a big step for every child. If your child finds it a bit difficult to be separated from you, be patient and understanding. Offer help if needed, but show your child that you are confident that he will soon stay in school by himself.

If after the third session your child is still having difficulty and you wish to drop him from the program, you may do so and will be reimbursed the remainder of the tuition. All registration fees and tuition are applied to supplies, new equipment, staff salaries, and any other operating expenses and therefore, no refunds will be made after the first three sessions that your child attends.

DAILY ADMISSION AND DISMISSAL

Parents are responsible for transportation of their child to and from school.

The preschool sessions start at 8:00 A.M. Your child should quietly be brought to the preschool room, as the other classes will already be in session. Even though the teacher will be in school by 7:30A.M, if at all possible it is preferred that you do not bring your child more than 15 minutes before the session starts.

The preschool sessions end at 10:30 A.M. The teacher will walk the children out of the school through the main doors at the west side of the school. The children will be allowed to go when you come up to the sidewalk and get your child by hand. If the child's ride is not there when the class comes out, the teacher will wait with the child until the parent arrives. If it is too cold, we will wait inside the school door. Try not to make your child wait too long, as he may become worried. If you are 10 minutes late, the teacher will call and will keep the child with her in the preschool room until picked up. **If**

someone other than the parent is picking up a child please let the teacher know.

HEALTH

We wish to protect the health of the children. We rely on you not to send a sick child to school. If your child will be absent, you may call and leave a message with the school secretary. She will let the teacher know not to expect your child on that day. If your child becomes exposed to a contagious disease, please notify the school on the first day of his absence.

Parents will be notified immediately in the event of an illness or medical emergency at school.

No medication of any type will be given to a child without written consent of the parents. Please inform your child's teacher should your child be under medication, which might affect his behavior in class.

CHURCH SERVICES

You are encouraged to bring your preschool child to church services, so he or she may continue to learn of God's love for him. The church service times at St. Peter Lutheran Church are as follows: 4:00 P.M. on Saturdays and 8:00 and 10:30 A.M. on Sundays.

CLOTHING

Practical, durable, and very washable clothing is best suited for preschool. Make sure the clothes are simple enough for the child to take care of his own bathroom needs. We will spend time on the floor as well as at the tables. Shoes should be soft-soled and practical for play. Tennis shoes are the best. Students may wear shorts during the warmer months of September and May.

Students must wear shoes that fully enclose their feet to be allowed outside for school activities.

We go outside for recess (except for rain), as the children need fresh air and room to run and play; so please send outdoor gear suitable for the weather. Once the snow arrives, Wednesday will be our outdoor recess day, and Monday the recess will be indoors --in our classroom or in the gym when it's available. So on Wednesdays- snow recess days, please send boots, coat, snow pants, hat, and mittens. It is best advised to label the outdoor wear with the child's name. Also, dress your child for as much self-help as possible. The teacher will be available to help, but have your child practice zipping, etc. at home also.

SUPPLIES

- 1- plastic pencil box
 - 1- box 24 count Crayola crayons
 - 1- eraser
 - 2- beginner pencils
 - 1- large glue sticks or 2 small glue sticks
 - 1- folder
 - 1- Elmer's glue
 - 1- Crayola water color paint set
 - 1- schoolbag/backpack (make sure the folder fits in it)
 - 1- small three-ring binder **to keep at home** for the Bible lesson sheets
 - 1- pair of gym shoes **to keep at school**
 - 1- large box of tissues to share
- Please write your child's name on all his/her supplies.

Please keep an extra change of clothing (shirt, pants or shorts, underwear, and socks) in a plastic bag in your child's backpack, then, if there is an accident we'll be prepared.

SNACKS

Midway through the morning sessions there will be a snack break. A cup of juice or Kool-Aid will be provided each day. On Mondays the child should bring his own snack from home. It will be kept in the backpack until snack time. On Wednesdays will be treat the class or birthday day celebrations. A schedule of when your child will treat the class will be sent home the first week of school. Preferably, the snack should be somewhat nutritious and not too messy. If you would like to donate canisters of juice or Kool-Aid it would be appreciated.

TRANSPORTATION

The school does not provide transportation to or from school. Car pools may be arranged by parents. There may be times (field trips) that parents will be asked to drive and chaperone the children. When vehicles organize to leave under the direction of the school, the Board of Christian Education dictates that there should be no more students in a vehicle than there are seatbelts and car seats. Those vehicles must have proper insurance. A copy of that current insurance policy will be kept on file at school.

CALENDAR and EMERGENCY CLOSING INFORMATION

St. Peter Three Year Old Preschool follows the St. Peter Lutheran School calendar. A copy of this calendar with all the vacation and in-service dates will be provided on the first day of school.

St. Peter Three Year Old Preschool will be cancelled whenever classes at St. Peter Lutheran School or classes at Weyauwega/ Fremont Public Schools are cancelled. Should it become necessary to cancel classes due to bad weather or other circumstances, this announcement would be made over WDUX (92.7 FM or AM 800) radio and over local television channels 2, 5, & 26. If it is announced that St. Peter Lutheran School in Weyauwega or Weyauwega / Fremont Public Schools are cancelled or are being dismissed at an earlier time, St. Peter Three Year Old Preschool will also be cancelled or dismissed early. If St. Peter Lutheran School in Weyauwega or Weyauwega / Fremont Public School is having a 2 hour delay the 3/K class will be cancelled.

OPEN DOOR POLICY

St. Peter Lutheran Three Year Old Preschool has an open door policy. Parents are welcome to visit class at any time. The teacher will also meet with parents to discuss the progress of their child in November. Special consultations may be arranged anytime during the year if parents or teacher feel it is needed.

MISCELLANEOUS

If you have any questions throughout the year or if you just need some information concerning the program, please use the following telephone numbers:

Jeff Miller, Principal
(920) 867-2200 school
(920) 867-4004 home

Bethany Warnke, Teacher
(920) 867 -2200 school
(920) 652-8121
bethanywarnke84@gmail.com

Home-school communication is very important, so let's work together at keeping one another informed.