



441 Millersville Ave.  
Howards Grove, WI 53083  
(920)-565-3780

## Preschool Parent Handbook

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

**Matthew 19:14**

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"We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done."

**Psalm 78:4**

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

**Proverbs 22:6**

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"Bring them up in the discipline and instruction of the Lord."

**Ephesians 6:4**

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## Mission

Partnering with parents in our congregation and our community to shine Christ's light on children's lives.

## Vision

In light of Christ's gospel, we will be faithful to his Word, diligent with his gifts, loving toward souls, and focused on family.

## Philosophy

At St Paul's Lutheran Preschool, we believe it is a privilege to work with the little children brought to our school. We strive to create a high standard for learning, which includes social, emotional, language, cognitive, and spiritual learning. We will encourage learning at the highest level appropriate for each child, while not compromising safety or emotional well-being. As an active part of serving the community, we will continue to offer affordable, and flexible education for the children enrolled in our Preschool.

## Teacher-Student Ratio

Age	Ratio: Teacher-Student	Max. Number of Children
4	1 to 10	20
5	1 to 10	20

## Enrollment

Our preschool program is a structured educational program. Students learn age-appropriate information and skills, as well as, work on social and emotional development.

### Four-Year-Old Pre-Kindergarten

To enroll in 4K, students must be four by September 1 and fully toilet trained. Students must be five-years-old by September 1 before they may enroll in St. Paul's kindergarten program.

The size of each day's class will not exceed 18 students.

### Rationale for Cut-Off Dates

Cut-off dates have been established with our students' best interest in mind.

Children develop in many different areas (e.g. educationally, spiritually, emotionally, socially, and kinesthetically).

At St. Paul's, we strive to help children grow in all areas of development. We will encourage, and challenge continued development in those children who grasp concepts quickly. At the same time, St. Paul's preschool is prepared to meet the needs of children that may struggle to grasp concepts.

Research indicates that children need time to grow and mature in all areas of development. If a child is moved along too quickly they can suffer in areas of emotional, social, and kinesthetic development.

Moving a child along faster than God has designed them to develop can make for a very difficult and challenging educational experience.

## Special Needs

The school staff is willing to consult with you and your physician, psychologist, social worker, etc., about any special needs your child may have. Also, if the school should notice any special development needs a child may have involving speech, hearing, etc., we will inform you of our concerns and of any help that may be available.

## Non-Discriminatory Policy

St. Paul's Lutheran School admits students of any race, color, national or ethnic origin to all 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, national or ethnic origin in administration of its admission policies, educational policies, and school administered programs.

## Tuition

St. Paul's Lutheran School is a non-profit organization. It is not our intention or policy to realize financial gain from our institution. Our tuition fees are needed to maintain our facilities and offer the level of educational excellence (low student-teacher ratios, quality facilities, and state of the art equipment) that is part of our philosophy of education.

4K families will be charged monthly, based on the number of days students attend each week. Families are required to commit to a minimum of at least three days per week for their child.

Half Day Monthly Tuition (until 11:30 am)	
3 Days per Week	\$120
4 Days per Week	\$160
5 Days per Week	\$200

Full Day Monthly Tuition (until 3:30 pm)	
3 Days per Week	\$240
4 Days per Week	\$320
5 Days per Week	\$400

## Tuition Collection

St. Paul's Lutheran School makes use of the third party organization TADS for tuition collection. Parents have three options for paying tuition.

- 1) Pay tuition in full before the school year.
- 2) Pay tuition in two installments (September and January)
- 3) Pay tuition in nine monthly payments (September through May)

Families who choose option 3 will be charged a \$55 administrative fee from TADS. All tuition payments come out on the 5<sup>th</sup> of the month. Days missed for illness, vacation, etc. must be paid for.

## Drop Off and Pick Up

The safety of our students while they are being dropped off before and picked up after school is of utmost importance to us. The following procedures will be followed to help ensure orderly drop-off, pick-up, and our students' safety.

- Parents/guardians are required to escort their child to and from their child's classroom.
- Children will only be allowed to depart with adults specified on the alternate pick up form.

### Drop-off

Our school day begins at 8:00am. Students may arrive between 7:40-8:00am. Please drive slowly in the parking lot and be keenly aware of what is happening around you. Parents who will be dropping their child off during this time are required to walk them into the school building.

If you arrive after 8:00am the school entrance will be locked. Please enter through the office where you will be required to sign in as a guest visitor.

### **Pick-up**

The 4K half school day is over at 11:30am. Parents will meet the teacher and students in the classroom to pick up their child. If you or a person on your approved list does not pick up your child by 11:50am, your child will be given a hot lunch, the lunch cost will be charged to your TADS account. If your child stays for lunch and is picked up between 11:50am and 3:30pm, you will be charged for the full day tuition cost.

The 4K full day ends at 3:30pm. If you or a person on your approved list does not pick up your child by 3:40pm, your child will be signed into extended care.

Thank you for driving slowly and carefully through the parking lot and for following our pick-up procedures.

### **Extended Care**

St. Paul's extended care is designed to provide children of working parents, or those who have a late afternoon commitment, with a safe, caring and enriching environment.

After school care is offered from the conclusion of each school day until 5:30pm. The program is available for all 4K-8 students for daily or occasional use.

After school care takes place in the school cafeteria. Students should plan to work on something quietly during this time. Parents are required to sign their children out of after care when they pick their child(ren) up.

The cost to make use of the program is \$2.00 per half-hour or any part thereof. Parents should be sure to pick up their child by

5:30pm. Billing will be accomplished through our billing program (TADS).

There is no after care on early release days.

### **Hot Lunch Program**

Students who stay for full-day are welcome to make use of our hot lunch program. The cost of a lunch for a 3K and 4K student is \$2.50. Lunch includes a choice of skim, 1%, or chocolate milk. Hot lunch menus are available on the school website. Hot lunch fees are added to your TADS account.

Hot Lunch - Milk Included	
Per Day	\$2.50
Per Week	\$12.50

Students who stay full-day are also free to bring their own lunch rather than make use of our hot lunch program. Parents are responsible for proper food care of any items that are brought from home. Please send ice packs as needed. Microwaves and refrigerators are available.

### **Curriculum**

Our philosophy at St. Paul's is met when learning is achieved through a balance of instruction, investigation, and play. High standards will be coordinated with age appropriateness.

### **Areas of Development**

#### **Spiritual Development**

We will provide a Christian learning environment through group concern and caring, Bible stories, simple prayers, and through experiencing God's love in our work and play area.

### **Social Development**

We will provide an environment in which children develop healthy attitudes toward themselves. It is important that they learn to understand, respect, and cooperate with others. Our program provides important opportunities for children to make new friends, work with one another, and learn to appreciate and respect the work and play area of others.

### **Language Development**

We will provide an environment rich with language learning. We hope to break down language barriers, by encouraging new language development, while also helping children achieve language milestones. Phonemic awareness will be a focus every day within the classroom, which will enhance language skills.

### **Emotional Development**

We will provide positive guidance to enhance your child's understanding of self-worth. Through problem solving, the children will learn to be responsible and work both in groups and independent of others.

### **Physical Development**

We will provide opportunities for each child to develop large motor coordination through activities in the gym and outside play

equipment. The children will also be encouraged to develop their fine motor skills through various activities like play dough, sorting, puzzles, writing, stickers, and art.

### **Cognitive Development**

We will provide an environment in which each child will experience a hands-on approach and play-based curriculum that provides the most conducive environment for learning. Through play we are able to enhance and teach pre-reading skills and concepts, foundations for math and science, writing skills, creative

art, dramatic play, and social and emotional activities. All these factors will be essential in your child's future educational success. To help assist and supplement our instruction, we have adopted Creative Curriculum Concepts developed by Teaching Strategies. Creative Curriculum utilizes research-based learning objectives focused on social-emotional, physical, language, cognitive, literacy, mathematics, science/technology, social studies, and the arts.

## Schedule

7:40am	Doors are open for drop off
8:00 - 8:30	Greet children and free play
8:30 - 8:45	Carpet time and Bible Story
8:45 - 9:00	Music
9:00 - 9:20	Large motor/recess
9:20 - 9:30	Bathroom/wash hands
9:30 - 9:45	Snack (provided by school)
9:45 - 10:00	Quiet reading/book time
10:00 - 10:15	Carpet time – sight words/phonemic awareness/share time
10:15 - 11:00	Center time
11:00 - 11:15	Clean up time
11:15 - 11:30	Carpet time/wrap-up/review
11:30 - 12:00	Lunch/half day student departure
12:00 - 12:20	Large motor/recess
12:20 - 12:25	Bathroom
12:25 - 12:30	Book time
12:30 - 1:00	Quiet/rest time
1:00 - 1:30	Snack (provided by school)
1:30 - 2:15	Center time/free play
2:15 - 2:45	Large motor/games
2:45 - 3:15	Exploration/afternoon group activities
3:15 - 3:25	Clean-up
3:25 - 3:30	Carpet wrap up
3:30pm	Depart/after school extended care

## Clothing

Keep in mind that while your child is at preschool we will be doing creative, messy, active, and artistic activities. Children should wear comfortable, washable play clothes. Clothing should be appropriate for the weather and movement. Dress your child in comfortable clothing and shoes that allow for easy and safe movement. For this reason, it is best if your child does not wear slides or flip flops for footwear.

## Progress Reports

Assessment of what students are learning happens every day in our classrooms. The teachers assess student learning through activities, projects, asking questions, and observation. A written progress report will also be done twice a year. This progress report will be copied and be sent home for parents to see. If you have any questions about the progress report, please feel free to contact your child's teacher.

Daily communication between parent and teacher is encouraged. If needed, a daily report may be sent home to open communication and ensure the teacher is available to the parent.

Portfolios are an accumulation of projects and activities that children complete throughout the year. Portfolios will be sent home at the end of the year, but are available for the teacher, parents and children to use as a discussion tool, pointing to progress and goals.

## Policies

St. Paul's Preschool is not a state licensed childcare facility. However, state guidelines are followed as closely as possible. This includes following health and food guidelines and adult to child ratios in each classroom.

### Immunizations

Each child shall have an immunization history, which states that the child has been immunized, and the date of such immunizations as required by the state. This written statement or one of the following alternatives must be met prior to the child's admission.

Compliance alternatives:

- A written statement from a physician that a particular immunization is or may be detrimental to the health of the particular child. The requirement for that particular immunization is waived until it can be determined by the family physician that the immunization is no longer detrimental to the health of the child.
- A parent may sign a waiver.

### Health Regulations

Parents are asked to protect their own children and others by keeping a child home that is carrying an infectious illness. If a child has a temperature of 100.4 degrees or above, is vomiting, has diarrhea, or has any other questionable symptoms, parents will be notified to pick up their child. 24 hours without the symptom is required before returning to Preschool.

Please use common sense in the case of a severe cough or extremely bad cold. St. Paul's should be notified of any contagious disease so that we may notify the other parents if we feel the children have been exposed.

St. Paul's staff and administration are mandated by Wisconsin state law (Wisconsin Statutes [s.48.981(2)]) to report any suspected maltreatment of a child. Any evidence of unusual bruises, lacerations, burns, signs of neglect or maltreatment shall be noted on the child's record and will be reported to the proper authorities if considered as suspicious.

Treatments of minor injuries will be recorded in an Incident Report and kept in the child's file.

Please make staff aware of any allergies.

### Absences/Tardies

In the event that a student is ill or is going to be tardy, a phone call or email to the school should be made before school begins. For your child's safety, we will call you by 8:15 AM if we have not heard from you.

### Medication

If a child has a medical condition requiring treatment, such medication will be kept in an area not accessible to children on the premises and administered by the teacher, with written permission of the parent or guardian. Training in administration will be provided by parent or guardian as necessary.

### Mutual Insurance Plan

We do have secondary coverage. Benefits may be available after a parent's insurance plan has gone into effect for any accidental injury.

## **Field Trips**

Field Trips are scheduled on various days throughout the year. Most of our field trips are in-house field trips. Any off-campus field trips will use private vehicles for transportation. Attendance on Field Trips is not required.

Parents may be asked to pay for a portion of our field trips. Suggested cost for field trips will be charged as outings are planned and billed through TADS. Parents may opt out of field trips, however, will not be refunded for the missed day.

## **Christian Conduct and Discipline**

At St. Paul's Preschool the children can expect to receive love, support and forgiveness. The parents can expect that teachers and staff will correct their children properly in the spirit of Christian love and concern.

The teachers and staff shall use positive methods of discipline which encourage self-control, self-direction, self-esteem, self-confidence and cooperation. Constant preparation and well thought out redirection tools by the teaching staff, will attempt to avoid as many negative situations as possible.

The ultimate goal is to teach children to be self-disciplined. When teachers discipline students, they are showing that they care for them and want them to behave in a way that is God pleasing. Classroom teachers want to take the time and effort to help them learn how to behave in a God pleasing manner. This is done in partnership with the home. It is critical that school and home cooperate in helping the child learn self-discipline.

Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself, or to prevent a child from harming other persons or property.

At St Paul's Preschool anyone who volunteers to help will be given guidelines to follow in the use of positive control in the classroom. Volunteers at our Preschool are fully supervised at all times.

## **Emergency School Closing**

School cancellations due to weather will be decided by the Howards Grove School District. If the Howards Grove District closes due to weather, St. Paul's Preschool is closed. If Howards Grove is open for school, St. Paul's Preschool is open as well.

In the event of a Howard's Grove delayed start, St. Paul's half day program will not meet. We will begin full day preschool when the delayed start begins and end at the normally scheduled time.

## **Busing**

Morning and afternoon busing is provided by the Howards Grove School district for students who attend 4K and live within pre-established transportation boundaries. Parents are asked to wait with their child at their bus stop for morning pick-up. Please contact the principal with any busing questions you might have.

## **Parent Involvement**

Any time parents wish to arrange a meeting with the teacher or Principal, please contact your child's teacher or the Principal to do so. Comments are always welcome and any concern you may have regarding your child or your child's care is important to us!

## Closing

Thank you for your interest in our preschool and for an opportunity share with you some information about our ministry. It would be a privilege to partner with your family in Christian education. Please contact the PreK teacher or school principal with any questions that you might have.

## Important Contact Information

### Faculty

Principal: Chad Marohn	<a href="mailto:chad.marohn@stpaulshowardsgrove.org">chad.marohn@stpaulshowardsgrove.org</a>
Office Administrator: Erin Radue	920-565-3780 <a href="mailto:secretary@stpaulshowardsgrove.org">secretary@stpaulshowardsgrove.org</a>
PreK Teacher	<a href="mailto:ann.marohn@stpaulshowardsgrove.org">ann.marohn@stpaulshowardsgrove.org</a>

### Pastors

Pastor: Aaron Mueller	<a href="mailto:pastormueller@stpaulshowardsgrove.org">pastormueller@stpaulshowardsgrove.org</a>
Pastor: Adam Bode	<a href="mailto:pastorbode@stpaulshowardsgrove.org">pastorbode@stpaulshowardsgrove.org</a>

### General Information

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