

Dear Parents,

Thank you for choosing our program and giving us the opportunity to guide your child in his/her first educational experience. We will take care of each of them as our own. Children enrich our lives, and we hold them as one's of God's greatest blessings.

We consider our families to be an important part of our preschool; and we invite you, as parents, to offer any suggestions that will help us improve our program. If at any time you have concerns or questions, you may speak to the Director.

We will enroll new children throughout the year provided we have an opening in their age appropriate class. We have toddlers, 2, 3, and 4-year old classes. Because the majority of our students will be entering the public school system, we will follow its age cutoffs. Children will be placed in a class based on their age on September 1 of the present year. We request that children in our 3 and 4-year old classes be toilet trained.

We are a church-affiliated preschool, and as such we have a Christian curriculum. Your child(ren) will receive Biblical training in addition to other developmentally appropriate learning experiences. All staff members are of Christian faith and are involved in their own respective churches.

We hope that you and your child will have a memorable experience this year with St. John's Lutheran Preschool.

In Christian Service,

Cindy Kelly, Director

PRESCHOOL PHILOSOPHY

The purpose of the childcare at St. John's Lutheran Preschool is to provide care for children in an environment conducive to meeting each child's unique needs for spiritual, physical, emotional, and intellectual development. We create a warm and happy environment for preschoolers to learn and play while still feeling the security and love they have at home. We also guide children in the development of a positive self-image while building social skills in a classroom-based setting.

We teach the children that they were created by God, and they are each unique and special to Him. We give all the children unconditional love with smiles, friendly words, praise, encouragement, and care. We have weekly Bible lessons and attend Chapel once a week.

Based on the theory that children learn through play, our classrooms are set up much like those you would find in a public school. We have a calendar of weekly themed units that include many hands-on activities, experimentations, and reinforcement through repetition. These are the building blocks on which a meaningful learning experience is developed.

FINANCIAL POLICY

Registration

A non-refundable registration fee of \$50.00 is due at the time of enrollment. This yearly fee reserves a place for your child in our program.

Tuition

Tuition fees for the 2013-2014 school year have been set as follows:

Tuition is \$140.00 monthly due on the 1st of each month.

- On the 5th of the month, a **\$10.00** late fee will be assessed on any unpaid tuition.
- An additional late charge of **\$10.00** will be added to any account that has still not been paid by noon on the 15th day of the month.
- **After 30 days there will be a \$25.00 late fee added, and your child will be dismissed if your account is 6 weeks past due.**
- Tuition payments can be mailed to the church office or dropped in the designated "Drop Box" in the Preschool. (Please put checks in an envelope with your child's name clearly labeled on the outside.) Teachers cannot accept tuition fees.
- If paying with cash, you must bring it to the Preschool Office and give it to the Director.
- A charge of \$35.00 will be added to your account for any check not honored by the bank. After 2 insufficient checks, we will only accept cash or cashier's check.
- No credit on tuition is given for regularly scheduled school holidays, vacation periods, or absences.

Additional Annual Fees Due at the Start of the School Year

Activity fee- \$25.00

Other Financial Information

- Each family is entitled to a yearly statement of child care expenses for tax purposes at no charge. Requests must be made during the month of January to assure receipt of statement in a timely manner.
- If your check is written for an amount that varies from your regular tuition, please note the reason for the difference.

DISCIPLINE POLICY

We believe that children should be taught to demonstrate appropriate behavior toward others in their environment including teachers, parents, and classmates. Our teachers guide the children and model for them how to cooperate and solve problems. Our expectation is that our children will treat themselves, others, and their environment with respect. They are taught that showing respect includes following rules, obeying, and speaking in a polite manner. In addition, students show respect by treating other students fairly and taking care of our school and the things in it.

We expect students to behave appropriately. However, we understand that sometimes correction may be necessary. We utilize a time-out policy to deal with behavior problems. Time-out generally lasts between 2-5 minutes based on the age of the child. It is designed to give the student a break to allow him/her the opportunity to think about the problem. The teacher then helps him/her to verbalize the problem and discuss how best to handle the situation in the future. Time-out thus becomes a learning experience for the child.

We try to deal with behavioral issues in the classroom. However, if a child becomes distracting to the entire group and the time-out is not effective, they will be sent to the Director's office. If children have consistent difficulties or if their behavior jeopardizes their safety/welfare or that of the other children in the room, a parent conference will be scheduled.

BITING POLICY

Biting is very serious and will not be tolerated.

- a. First Aid will be administered to the child who is bitten. The bitten area will be washed with a mild soap. Antibiotic ointment (Neosporin) will be applied if the skin is broken.
- b. Parents will be called at the time of the bite if the skin is broken.
- c. If the skin is not broken, parents will be notified at dismissal time.
- d. Teachers will file an incident report on each biting incident. These will be kept on file in the main office.

If biting becomes a persistent problem, a conference with the parents will be scheduled.

ACCIDENTS

A first-aid kit is located in each classroom and in the Director's office to treat minor cuts and abrasions. In the event of a serious accident or injury, every effort will be made to contact the parents or emergency contacts immediately. The Director and the child's teacher will assess the situation and take appropriate actions including calling 911, Poison Control, and/or the child's physician.

ILLNESS POLICY

Due to the nature of preschool children and preschool classrooms, illnesses tend to spread easily. Therefore, we want to be as proactive as possible. For this reason, we ask you to keep children at home if they are displaying one or more of the following symptoms:

- Fever—A child must be fever free for at least 24 hours before returning to school.
- Colored discharge from the nose
- Eyes appear red and have a discharge
- Persistent, continuous cough
- Symptoms of a possible communicable disease such as chicken pox
- Diarrhea and/or vomiting—These should be cleared up for at least 24 hours prior to the child's return to school.

These rules will be strictly enforced to insure the health and welfare of all students and staff.

Please make note of the following points:

- If a child is well enough to come to school, we will expect him/her to go outdoors with his/her class, weather permitting.
- The school must have correct phone numbers on file in case of sickness or emergency. You will be responsible for providing these numbers to your child's teacher and the Director. If your child becomes ill while at school, you will be called to come and pick him/her up promptly.

IMMUNIZATIONS

Children are required to have an up-to-date immunization record in their file. It is the parent's responsibility to furnish this to the Director at the beginning of each school year and throughout the year as shots are received.

MEDICATION

We will not administer any type of medication without prior written approval from the parent.

If a child is under a physician's care, prescribed medication will be administered with a written request from the parent. Directions for administration must be provided in writing and all medications must be given to the Director with the child's name clearly labeled.

SAFETY POLICY

- If you need to visit the preschool during preschool hours, please ring the doorbell at the front entrance. The door will be released, then report to the office upon entering the building. We apologize for any inconvenience this may cause. However, it is a necessary safety precaution.
- For your child's safety, we will release him/her only to people whose names appear on the registration form. A photo id is required to verify a person's identity prior to the release of a child.

APPROPRIATE DRESS FOR PRESCHOOL

Clothing

Please remember that preschool is a time of active, hands-on learning and play. We ask that you dress your children in a manner that allows them to participate without having to worry about keeping clean.

Clothing should:

- be comfortable, washable, and allow for self-dressing. Dresses with ruffles and bows and clothing with difficult belts and fasteners should be avoided.
- be appropriate for arts and crafts activities.
- be appropriate for outdoor and/or messy play.
- be appropriate for the weather. When the weather is cold, please be sure to send a jacket or sweater. We go outside most days.

Shoes

For safety reasons, we ask that children wear tennis shoes. Sandals, flip-flops, or jellies come off easily; and they do not provide enough traction on steps, ladders, and other playground equipment.

****All clothes, diaper bags, coats, etc. must be clearly labeled with the child's name.****

DAILY SCHEDULE

Each classroom has a daily schedule for activities. Each day your child will be actively involved in sharing, expressing ideas, growing, and developing through play. A typical day consists of circle time, creative play, clean-up, snacks, and special activities. Your child will participate in chapel time, art and music activities, children's yoga, outdoor play, and center-based play. Classroom centers include, but are not limited to, books, blocks, and housekeeping.

ARRIVAL

The Preschool Building will open at 7:45 daily. Classroom doors open at 8:00. If you arrive early we have a puzzle center and reading center located at the front entrance. We invite you to enjoy a few minutes with your child before going to class. Please do your best to have your child on time each day so that he/she doesn't miss morning activities including center time and craft projects.

DISMISSAL

- Teachers will open their doors promptly at 12:00 PM. Parents are asked to wait outside the classroom to pick up their children. Teachers will stand at the doors to dismiss and verify that children are picked up by authorized persons.
- Prior notification from the parent is required before someone other than the parent can pick a child up.
- If you find that you are going to be detained beyond our 12:00 dismissal time, please notify the school immediately so that we can assure your child he/she has not been forgotten.
- We understand emergencies occur from time to time. However, our staff has responsibilities after student dismissal, and staff members cannot be expected to provide supervision beyond 12:00. Therefore, we reserve the right to assess a \$5.00 late fee for those who are habitually late. This fee will be assessed each day you are late.
- We must have a written statement of anyone who is not allowed to pick up your child.

TOYS FROM HOME

We understand that toys or small reminders from home may help to ease the transition from home to school during the opening days. However, beyond this, we ask that all toys be left at home. We cannot be responsible for items brought from home. All toys that are brought will be put in your child's cubby until the end of the day.

There may be special days that your child will be asked to bring certain items from home. These days will be scheduled by the teacher and you will be notified.

SNACKS

Please send a healthy snack with your child on a daily basis. We will continue to provide drink for your child during snack time. If you have any questions or concerns, please contact the preschool office.

BIRTHDAYS

Your child may celebrate his/her birthday at school. You will need to schedule this with your child's teacher several days in advance.

Typically birthday celebrations consist of a small snack that is shared during your child's scheduled snack time.

If you are sending home invitations for your child's birthday party outside of school, we ask that you include everyone in your child's class.

PARTIES, SPECIAL DAYS, AND PROGRAMS

Children learn by participating in natural events in their environment. For that reason, we will celebrate many holidays throughout the school year with classroom activities and parties. Each classroom will have a room parent. Your child's room parent will notify you of party details including what will be needed and the time of the party.

In addition to traditional holidays, our schedule also includes several special days of celebration. You will receive information on each of these as the time arrives.

Chapel services are scheduled once weekly. On the last Wednesday of each month (except December and May) we will have Parent's Chapel. We invite everyone to join us for this special time of worship.

*****Parents are asked to check their child's bags, folders, cubbies, etc. each day for important communications from the Director or your child's teacher.*****

SCHOOL CANCELLATIONS

We will follow the Oconee County School District Cancellation Procedures.

- When public schools are closed due to bad weather, we will also be closed.
- When public schools are delayed by one hour, we will also be delayed one hour. Preschool Building will open at 8:45 and classroom doors will open at 9:00. Dismissal remains at 12:00.
- When public schools are delayed by two hours, we will be closed for the day.
- Tune into News Channel 4 and WGOG for a list of school closings and delays. We will also do a Phone Tree Message that will alert you to any changes.

St. John's Lutheran Preschool

2013-2014

I have read the St. Johns Parent Handbook. I understand and agree to follow the policies presented.

Both parents' signatures are required.

Child's Name _____

Signature

Date

Signature

Date

Please return this form to the Directors office by
September 30th, 2013.

