

# \* St. Luke's Little Saints \*

St. Luke's Presbyterian Church Preschool & Kindergarten



## POLICIES & PROCEDURES REGISTRATION BROCHURE 2014 ~ 2015



St. Luke's Presbyterian Church  
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St. Luke's Little Saints  
~ not just a school, but a family



## 15 Years of Faith + Fun!



Dear Families ~

Welcome to a celebratory year at SLLS!

We are observing our 15th Anniversary, and 15 years of **faith and fun**. Our school has a wonderful heritage and many special people helped create the early childhood program known as St. Luke's Little Saints:

We are grateful for those who had the first "spark" of an idea to offer a weekday program for young children in our church and our community. With great **faith**, the spark has grown to be the brightly burning, full-fledged, accredited program we are today.

We are grateful for all of our parents who have put their **faith** in us by making the choice to send their children to SLLS for their earliest learning experiences.

With deep appreciation, we recognize our many dedicated teachers who have patiently, lovingly and **faithfully** guided approximately 1,500 children in their developmental and educational growth.

And most of all - the Little Saints - the very definition of **fun**! They are gifts to each of us and it is our joy to be a part of their lives.

We invite you to join our happy school and become a part of the faith and fun that forms the next 15 years!

*Xoxo, Miss Carol*

Carol Perry, Director  
770.393.1424, x240  
carolperry@slpres.org



**Mission Statement:** *The Preschool and Kindergarten Programs at St. Luke's Presbyterian Church are dedicated to nurturing the whole child through age and developmentally appropriate experiences and activities. In serving the congregation and the community, we seek to provide a Christian atmosphere of loving acceptance wherein each child can grow socially, spiritually, emotionally, physically, and intellectually. We believe each child is a child of God and, therefore, has a right to develop to his or her fullest potential. A positive self-image is a firm foundation for a happy and successful child, and our primary goal is to develop this in each child.*



# Registration Procedures



## Preschool

Ages: 12 months to 4 years

Hours: 9:15 a.m. ~ 12:15 p.m.

## Kindergarten

Age: 5 years old by September 1st

Hours: Monday/Wednesday 9:15 ~ 1:15

Tuesday/Thursday 9:15 ~ 2:15

Friday 9:15 ~ 12:15

## Registration Fee:

\$90 St. Luke's church members

\$100 community families

*This fee is non-refundable*



Registration begins in January in the following sequence:

**Church Members**

January 21, 2014

**Currently Enrolled Families and New Siblings**

January 22, 2014

**New Community Families**

January 23, 2014

All applications must have a non-refundable registration check attached. All applications received on a given day will be treated equally. If there are more applications than spots available, selections will be made and a waiting list will be formed. Students enrolling for Kindergarten from the community, who are not enrolled in SLLS Pre-K, will go through a screening before final acceptance into the program.

## How We Spend Our Mornings

The St. Luke's Little Saints program incorporates a center-based approach to learning in each classroom. Children enjoy structured activities as well as free choice time. Daily enrichment opportunities occur and all age groups have Music class once a week. Weekly Chapel, led by our Ministers, teaches a Bible story or values lesson to Three's and older. We play outside every day except in inclement weather, when we play basketball and other fun indoor games in our gymnasium. Our Science Lab provides an opportunity for Little Saints to explore the natural world and to conduct exciting experiments. Our teachers provide time for holiday parties and each child's birthday is observed. Programs are held at Christmas and in May with all age groups participating.





# Policies & Procedures



## Preschool Arrival and Pickup

9:15 ~ 12:15 M-F

## Kindergarten Arrival and Pickup

9:15 ~ 1:15 MW      9:15 ~ 12:15 F

9:15 ~ 2:15 T Th



School begins at 9:15 a. m. Please do not bring your child prior to this time. Pickup is promptly at 12:15 p.m. for preschoolers. A late fee of \$5 per 5 minutes will be charged, payable on the spot in cash, for continued tardiness. Your child will not be released to anyone other than you unless we have a written note stating the name of

the designated person; a photo I. D. of that person must be provided.

### Snacks

A mid-morning snack of crackers is offered. All classes except for the 4 year old Pre-K classes may bring a juice cup. Water is provided for 4 year olds. Your teachers need to be aware of any allergies. When snacks are provided by parents for parties, please remember that we do not allow nuts.

### Early Release for Youngest Children

To provide a smooth transition from home life to school life and to lessen anxieties, during the first two weeks of school children in the 2-year-old classes and younger will be released at 11:00. Please consult the Parent Calendar for specific dates.

### Potty Training

Children enrolled in the 3 year old classes and older must be potty trained by the time school starts in September.

### Speech & Language Screenings

Annual screenings will be offered by licensed personnel for a small fee. A thorough written assessment will be provided.



One of our Kindergarten goals is preparing for a smooth transition to 1st grade. It is important that prompt arrival be observed so that students learn the value of a timely start and begin their day calmly. School begins at 9:15 a.m. On Monday and Wednesday, pickup is at

1:15 p.m.. On Friday, pickup is at 12:15 p.m. On Tuesday and Thursday, pickup is at 2:15 p.m. A late fee of \$5 per 5 minutes will be charged, payable on the spot in cash, for continued tardiness. Your child will not be released to anyone other than you unless we have a written note stating the name of the designated person; a photo I.D. of that person must be provided.

### Kindergarten Snack & Lunch

Each day, Kindergartners will be offered a mid-morning snack. Monday through Thursday, Kindergartners will bring a lunch and a drink from home. Please inform teachers of allergies. Lunch may not be shared among students. When parents provide party snacks, please remember that we do not allow nuts.

### Kindergarten Early Release

Occasionally Kindergarten will release at 12:15. Please consult the Parent Calendar for specific dates.

### Lunch Bunch

Our 3 and 4 year olds are invited to stay on Mondays, Tuesdays and Wednesdays for lunch with their friends until 1:15 p.m. Lunch Bunch is \$7; parents purchase lunch tickets which serve as a reservation for their child. Children bring their own lunch and, weather permitting, go outside as part of their extra hour at school.



## Policies & Procedures



### Discipline

St. Luke's Little Saints follows The Golden Rule. Our teachers gently correct inappropriate behavior by teaching better choices, utilizing positive reinforcement of good behavior and by redirection. If necessary, time out will be used 1 minute per age of child. Biting and spitting are not tolerated; parents will be notified and child will be sent home for the day.

### Wellness Policy

Our staff will make every effort to help keep your child well. Your child will not enjoy the Program if he or she is not feeling well. To ensure that children stay healthy while they are enrolled, please do not bring your child to school if he or she shows any of the following symptoms in the 24 hours prior to class: fever; runny nose with colored discharge; rash; diarrhea; vomiting; unexplained itchy scalp. If our teachers notice any of



these symptoms or any abnormal changes in behavior, you will be notified and asked to pick up your child. If your child contracts lice, a letter from a professional lice removal company stating that your child is lice-free must be obtained before child is allowed to return to school.

### Medications

Staff members may not administer any medications to any child. If a child needs medication, a parent must come to school to administer the medication.

### Emergency Procedures

In case of illness or accident the school will attempt to contact a parent for direction as to treatment. In the event we cannot reach a parent, or where judgment dictates it would be detrimental to your child to delay treatment, we will call 911 and your child will be taken to Children's Healthcare of Atlanta via emergency vehicle. The signed Authorization Form, filled out in the Summer Packet, will be sent with your child.

### Safety

Once a semester, we practice what to do in case of fire, hurricanes, tornados and intruder alerts.

### Child Abuse

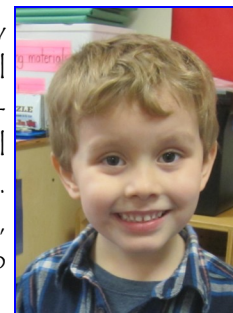
St. Luke's Little Saints is required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.

### Scholarship Fund

Families that are undergoing financial hardship may apply for scholarship funding by contacting the Director. We have two sources of funding: the SLLS Scholarship Fund and the PW Fund given by Presbyterian Women, an organization within St. Luke's Presbyterian Church that donates a partial scholarship.

### Refunds/Withdrawal

No refunds will be made. A 30 day notice is appreciated for withdrawal from SLLS. No refund for withdrawal will be made. No refunds will be made for short or long absences. With extended absence or illness, monthly tuition must be paid to reserve your child's place in the class.



### Emergency Cards

Two emergency notification cards must be filled out and signed by a parent and filed in our office on or before the first day of school. One card remains in the Director's office and the second is kept in the classroom. SLLS Administrative Personnel should be notified of any changes.

### Internet Communication

Our school Directory lists the email addresses of our staff members and our parents. Email/Facebook/Twitter/MySpace, etc. can be a quick and effective form of communication. However, please be considerate, respecting personal information and privacy of those within the SLLS community.

### Photograph Consent Form

Each family must have a form on file indicating whether or not consent is given to publish their child's photograph. Staff members will not publish the photo of a child whose parent has not given written consent.

### Inclement Weather Policy



Emergency closing of school due to storms, snow, etc. will follow the same procedure as DeKalb County Schools. Announcements are broadcast from local television and radio stations. If DeKalb County Schools are closed or delayed for weather emergencies, SLLS is closed.

**\* St. Luke's Little Saints \*  
Schedule of Classes 2014 ~ 2015**

Age	Days of Week	Number of Children/Class	Monthly Fee
12 ~ 18 months*	Mon/Wed	10	\$210
18 ~ 24 months*	Tues/Thurs	10	\$210
2 year old	Tues/Wed/Thurs	12	\$260
2 year old	Tues/Thurs with Wed option	12	\$210
3 year old	M ~ Th	14	\$285
3 year old	Tues/Wed/Thurs	14	\$260
Pre-K 4 year old <i>We have two Pre-K classes.</i>	M ~ F	14	\$315
Kindergarten 5 year old	M ~ F	16	\$350

*\* Children under the age of 2 shall not exceed 2 days per week.*

**Tuition**

Tuition fees are paid on a monthly basis. With the exception of September, tuition is due one month prior to services. Therefore, October tuition is due September 1st; November tuition is due October 1st; and so on. September tuition is due in May.

A late fee of \$10 per student will be charged for tuition received after the 7th of the month. In other words, families have seven days to pay tuition in a timely manner.

**SUBMITTING AN APPLICATION INDICATES YOUR UNDERSTANDING OF THE TUITION POLICY.**



# Registration Application



Child's Name \_\_\_\_\_

Goes by \_\_\_\_\_

Child's Birthday \_\_\_\_\_

Age as of 09/01/14 \_\_\_\_\_

St. Luke's Member: Yes \_\_\_\_\_ No \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Please attach the non-refundable check to this form.

\$90 St. Luke's Presbyterian Church members

\$100 non-church members



## \*\* Class Desired for 2014 ~ 2015 \*\*

(Please circle choice)

- |              |                    |
|--------------|--------------------|
| 12-18 months | M/W                |
| 18-24 months | T/Th               |
| 2 year old   | T/W/Th             |
| 2 year old   | T/Th with W option |
| 3 year old   | M-Th               |
| 3 year old   | T/W/Th             |
| 4 year old   | M-F                |
| Kindergarten | M-F                |

Mother \_\_\_\_\_

Father \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

*My submittal of this Application indicates my agreement to comply with the policies stated within the Registration Brochure.*

1998 ~ Fifteenth Anniversary Celebration at St. Luke's ~ 2013



Welcome home, Alumni!



~ Linda King ~  
Teacher for 15 Years!



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TO: