

PURPOSE

St. Paul Lutheran Preschool operates on the premise that children are truly gifts from God and that we are entrusted not only to care for them, but also to help them develop Godly values and character. We, as teachers, are blessed and privileged to help shape the lives and futures of the children who pass through our doors.

We also recognize the many differences among our students and appreciate each child as a unique individual. We teach through age appropriate activities. All the while, we must remember that because children are different, they will all learn differently, and at different rates. Our role as teachers is to be enthusiastic, reassuring, creative and positive. The experiences that the children have while they are with us will affect their feelings toward God, school, other children, adults and the world around them. Through love, daily prayer, and preparation we can help insure that the feelings and attitudes they develop will be positive and full of joy and anticipation of all of God's wonderful world.

LICENSED

St. Paul Lutheran Preschool is under the watch care of St. Paul Lutheran Church. We are licensed through the state of Florida. We are also a nonprofit, Christian organization that is faith based.

ADMISSION POLICY

St. Paul Lutheran Preschool, a nonprofit organization, will not discriminate on the basis of race. Priorities for enrollment are as follows:

- 1st – Current St. Lutheran Preschool students and children of staff
- 2nd – Siblings of current students
- 3rd – St. Paul Lutheran Church members' children
- 4th – Children on the waiting list
- 5th – General public by date application is received

ATTENDANCE

Continuity and consistency are important elements in your child's growth and development. Regular attendance will contribute to a smooth adjustment to the school setting. Please have your child in class by 8:30a.m. if at all possible. Otherwise he/she is missing the most critical instructional time of the day. Please call the office by 9:00a.m. and let us know if your child will be absent. **No refunds will be given for absences.**

WITHDRAWAL POLICY

When withdrawing a child from the school, parents are required to submit a **thirty-day notice**. Payment for the thirty days is required whether the child attends or not. Please inform the director in writing if you plan to withdraw.

DIS-ENROLLMENT

St. Paul Lutheran Preschool reserves the right at any time to permanently dis-enroll a child from the program for the following reasons:

1. Non-payment of tuition and fees
2. If the director feels that the needs of the child or the needs of the program are not being met
3. If the parents or guardians display inappropriate behavior, such as, but not limited to: profanity, physical aggressiveness, verbal abuse, etc, towards staff members, other parents, or any child/children on the premises
4. If parents or guardians fail to follow the policies of St. Paul Preschool
5. Excessive behavioral problems persist with a child

BEHAVIOR GUIDANCE POLICY

St. Paul Lutheran Preschool staff members use positive guidance principles in managing classroom behavior. Positive reinforcement and role modeling are the first and foremost in fostering good behavior. Should positive reinforcement become ineffective, teachers are trained to use logical consequence explanation, prevention and intervention, and/or redirection techniques in order to alter inappropriate behavior. Discipline will not be associated with food, rest, or toileting and your child will not be denied outdoor/active play as a result of misbehavior. Whenever possible, the child will be encouraged to contribute towards resolving the conflict in which he or she is involved. Under no circumstances will verbal or physical abuse be used. Should the above methods not alleviate inappropriate behavior we will request your help.

CHILD ARRIVAL/DEPARTURE

You will deliver and pick up your child at his/her classroom. We will receive your child promptly at 8:30a.m. However, we will not take your child before 8:20a.m. unless previous arrangements have been made. Pick up begins at 12:20p.m. for our preschool and we ask that you pick up your child no later than 12:35p.m. At 12:35p.m. your child will be taken to our extended care program and your account will be charged for the daily rate. Children will not be allowed to leave the facility with anyone other than the parents, guardians, or persons authorized to pick them up as designated on the Enrollment Application.

In an emergency situation when a parent has to phone and give permission for someone other than those persons listed on the child's enrollment form to pick up from St. Paul

Lutheran Preschool a child release form must be filled out by the director or the child's teacher. The form provides specific information we must have before releasing the child to an unknown adult. **The driver's license of the person picking up the child will be given over the phone by the parent.** When the designated person picks up the child his/her driver's license will be checked by the teacher and the driver's license number and the name must match the information given by the parent. Child release forms will be kept in the office file.

MEDICATION POLICY

St. Paul Lutheran Preschool **will not** administer medication that is non-prescription or prescription to the children.

HEALTH/ILLNESS POLICY

Upon enrollment, a record of immunizations, and a current physical exam must be provided. These forms are available from your child's pediatrician or health clinic. Also a copy of the child's birth certificate is needed for his/her files. Parents are responsible for providing updated immunization forms each time that their child receives new immunizations. **Your child will not be permitted to attend the St. Paul Preschool until these three forms are provided.**

Should your child become ill during the day, we will contact you. When you pick up your child a form will be provided with the necessary guidelines to be taken by you before your child can return to school. There are samples of these guidelines listed below for your convenience.

- If a child has a fever over 100 degrees the child will be isolated from the other children until you arrive to pick them up. The child may not return to school for 24 hours from the time he/she last ran a fever.
- Any child that vomits will be isolated from the other children until you arrive to pick them up. The child may not return to school for 24 hours from the time he/she last vomited.
- Any child that has green or yellow mucous running from their nose for **2 consecutive days** will not be allowed to return to school without a doctor's note or until mucous is clear in color.
- Any child with conjunctivitis (pink eye) will be isolated from the other children until you arrive to pick them up. They must be on doctor prescribed medicine 24 hours before they return to school.
- Any child that is diagnosed with strep throat must be on doctor prescribed medicine 24 hours before they may return to school.

- Any child that has diarrhea 2 times in a day will be isolated from the other children until you arrive to pick them up. The child may not return to school for 24 hours from the time of the last diarrhea.
- Any child with severe coughing, eye discharge or unexplained rash will be isolated from the other children until you pick them up. The child may not return to school without a doctor's note or until the symptoms are gone.

In each case, we ask that you arrive within ONE HOUR of us contacting you to pickup your child.

EMERGENCY MEDICAL PROCEDURE

In the event of a serious injury, serious illness, or adverse reaction to medication, we will take appropriate emergency action and contact you immediately. We will attempt to contact you first, but if we are unable to reach you, we will abide by the child's physicians instructions. If the child's physician cannot be reached, the school's on call physician will be contacted. The school's on-call physician is:

Twin Cities Hospital
2190 Highway 85 North
Niceville, Florida 32578

SEVERE WEATHER/EMERGENCY CONDITIONS

If St. Paul Lutheran Preschool closes due to severe weather or emergency situation, it is the parent's responsibility to pick up their children and get them safely home. We will remain open with the exception of extraordinary weather/emergency situations.

THE SCHOOL PROGRAM

The children will be in classrooms that are age appropriate. There will be music with singing and instruments, arts and crafts, language and math skills reviewed with games, reading, recess, bible stories, and scripture memory verses used in their daily schedules.

CURRICULUM

The Abeka Curriculum, Creative Curriculum, Purposeful Design with a culmination of other curriculum guides and resources will be used to teach developmentally, age appropriate activities as well as Bible stories and scripture memory verses.

ART

With children, it is the process and not the end product that is important when considering artwork. Our goal is not to send home beautiful, neat artwork but to provide a learning environment that stimulates effort and creativity in each of them. To that end please know that much of what your children bring home as “art” will be unidentifiable. However, this affords you a wonderful opportunity to talk to your child about the colors they used, how they worked with their hands to make their art, and what they were learning about in their classroom on that particular day.

MUSIC

Music is a wonderful tool for teaching young children. Your child will be exposed daily to various songs, instruments, and musical experiences. Children enjoy all aspects of music; therefore a variety of activities will be included daily in each teacher’s lesson plans.

LANGUAGE ARTS

St. Paul Lutheran Preschool teachers have been trained to promote and encourage the development of early literacy skills for children age 3 to 5 years. Literacy will be incorporated into every aspect of learning. As you already know literacy involves much more than reading and writing.

RECESS

All children will participate in activities geared toward the development of large motor skills. For 3’s through 5 years of age, this includes playtime on the playground. Playtime is a fun and safe time for the children. Teachers continue to interact and watch children closely while they are in larger areas. Playtime will be outside for the most part, except in extremely cold, hot or rainy weather.

CHAPEL TIME

Chapel time is a special time set aside for our director to share Bible stories with life applications for all ages on a weekly basis.

FIELD TRIPS

We will be going on field trips throughout the school year for all ages. You will receive information about each field trip as well as a field trip permission slip to be filled out and returned to your child’s teacher. No child will be taken off campus without a written permission slip. Parents are welcome to go on field trips.

SNACK TIME

You must provide a daily snack for your child. No food preparation is done at St. Paul other than cooking done during daily activity time.

LUNCHESES

Lunches should be sent from home each day. Please bring water, milk or juice and nutritional finger foods in easily opened containers for your child. Bring a lunch box with a plastic thermos or box drink clearly labeled with your child's name. We do ask for things that are healthy and are safe and age appropriate for your child. Make sure all food comes ready to eat. Teachers will not be allowed to heat up food in the microwave for children. **Please do not send candy or soda in your child's lunch.**

PERSONAL BELONGINGS

For safety reasons, please **do not** allow your child to bring personal toys, candy, coins, or other small items with them. St. Paul Lutheran Preschool will not be responsible for any personal items lost or damaged while at the facility.

CLOTHING

Dress your child in clothing for play and outdoor activities. Select clothing that is washable, sturdy, and free of complicated fastenings. For preschoolers pants that the child can easily button and unbutton will be helpful.

Please send a full change of clothing for ages three through five years. Put in a gallon zip lock bag that will remain in your child's cubby until such a time that it may be needed. Please write the child's name inside each article of clothing and label the bag with the child's name.

PARTIES

Birthday parties can be observed during lunch time. Cookies are suggested rather than cake. Parties should be kept simple: cookies, drink, party napkins, and cups. Invitations to individual birthday parties can be sent home with the children if all the children in the class receive one.

KIDS OF THE KING

We do offer an Extended Care Program called Kids of the King. This program is from 12:30p.m.-3:00p.m. Monday-Friday. There is an additional fee for the program if you are interested in extending your child's care after the preschool hours. If space is available, you may use our Drop-In Service, paying only the daily rate as needed.

PARENT INVOLVEMENT

We encourage parents to become involved in our program by assisting with occupational experiences, show and tell, field trips, holiday activities and more.

We believe that parent/teacher dialogue is very important in fostering a healthy balance between home and us. Daily communication between parents and teachers is encouraged.

CONFERENCES

Each four year old preschooler will have at least one teacher/parent conference during the school year to discuss the child's progress in all areas of their development. Nevertheless, if at any time you would like to discuss any aspect of your child's school experience, regardless of their age, please feel free to make an appointment with your child's teacher.

EVALUATIONS

Every child will be given an assessment at the beginning of the school year and also again in April. This evaluation tool will assess your child on his abilities in communication skills, gross and fine motor skills, problem solving and also social development. This will help us to determine more effectively what areas of strengths he/she has and what areas we need to concentrate on throughout the preschool year to help him/her. You will be delighted at the progress you will see in them within one school year as we will put these assessments in your hands for your own records at the end of the school year.

YOUR CHILD'S ADJUSTMENT

It is perfectly normal for younger children to have some doubts about being away from you. Like adults, children need time to adjust to a new environment. You should communicate openly with your child in advance about the new people that they will get to know and the new things that he/she will be doing. For "first timers", it is normal for your child to be hesitant about being separated from you. It is important that you leave them with a goodbye hug and kiss and a reassurance that you will come back for them later in the day. Our loving staff will take over from there. Feel free to call the school any time to check in. Remember that we are here to help you work through any transitional situations that arise.