

Parent Handbook

ST. PAUL'S LUTHERAN PRESCHOOL

Where Every Child is Special

117 East Arch Street, Fleetwood, PA, 19522 • 610-944-0922

Table of Contents

Our Philosophy.....	1
Programs Offered.....	2
Admissions.....	3
Tuition.....	3
Late Pick-up.....	3
Kindergarten Readiness Goals.....	4
Kindergarten Readiness Daily Schedule.....	5
Preschool Program Goals.....	6
Preschool Daily Schedule.....	6
Conferences.....	7
Discipline and Guidance.....	7
Screening Programs.....	7
School Closings.....	8
Remind.....	8
Illnesses and Absences	9
School Safety.....	9
Family Crises.....	9
Snacks.....	10
Food Allergies.....	10
Birthdays.....	10
Star of the Day.....	11
Field Trips.....	11
Lunch Bunch.....	11
School Pictures.....	11
Toys.....	11

St. Paul's Lutheran Preschool is a Christian based program designed with the child's well-being in mind. We provide a safe and enriching environment to grow, explore and learn. Our program fosters creative thinking using age appropriate activities.

Children spend their time working with materials and playing with other children. We do not expect them to sit quietly for extended periods of time. They have access to a variety of activities throughout their day, such as building blocks, large legos, dramatic play, art (including a variety of mediums), books, puzzles, matching games, and outdoor play (or a large indoor space, if the weather is not permissible). They also have a non-directed art area available to them every day to express themselves in a free way.

Teachers will work with the children in a large group, small group, and an individual setting. They will read to the children in a large group with a discussion period and also on a one-on-one basis. This promotes the development of reading and also fosters memory skills.

The goal of St. Paul's Preschool is for our students to flourish and become active and reflective citizens with a disposition for a lifelong love of learning.

Programs Offered

2

For our children that will be 4 years old as of August 31...

Kindergarten Readiness

Monday, Tuesday, Wednesday, and Thursday

\$140.00/month

For our children that will be 2 $\frac{1}{2}$ years old as of August 31...

Preschool Program

Tuesday, Wednesday, Thursday

\$105.00/month

There will be a onetime enrollment fee of \$20.00 due at the time of registration. This fee is non-refundable. The first month's tuition is due in May. We welcome children of all races, different ethnic origins, or religious affiliations to participate in our programs.

Tuition

Tuition is due on the first Tuesday of every month. Please give directly to your child's teacher. Please make checks payable to St Paul's Lutheran Preschool. There will be a \$10.00 fee imposed for a late payment.

We cannot refund money for days missed. That includes vacations or sick days. We prepare for your child whether they are present or not. There will be a \$10.00 fee for any returned checks.

Tuition Calendar for the 2016-2107 school years is as follows...

*September 13th

*January 3rd

*October 4th

*February 7th

*November 1st

*March 7th

*December 6th

* April 4th

Late Pick-up

There will be a \$5.00 fee charged if you are more than 15 minutes late picking your child at the end of the day.

- Follows two step instructions
- Able to participate correctly in a group setting
- Respects others space and personal property
- Able to sit still for an activity
- Recognizes colors and shapes
- Develops longer attention span
- Follows directional language (who, what, why, when)
- Able to use descriptions about a picture with no prompting
- Begins to state address, full name, birthday, and telephone number
- Uses scissors correctly
- Able to hop, jump, and run
- Write name (first and last)
- Able to count to at least 20
- Able to identify letters (uppercase and lowercase)
- Able to follow a story and beginning to retell
- Able to express thoughts using complete sentences

Kindergarten Readiness Program Schedule

5

9:15 Arrival and Table Activities

9:30 Circle One

9:50 Bathroom and Snack Time

10:10 Story Time

10:20 Centers

10:50 Circle Two

11:10 Large Motor

11:35 Reflection

11:45 Dismissal

Preschool Program Goals

6

- Interact with children and teachers in group setting
- Follow one step directions
- Begin to express emotions in words
- Able to listen in a group setting
- Able to count 1-10
- Able to hold writing implements correctly
- Able to distinguish some shapes and colors
- Introduction to how a book works (literacy development)
- Introduction to music (instruments and rhythm)
- Knows age in years

Preschool Program Daily Schedule

9:15 Arrival and Table Activities

9:30 Circle One

9:50 Bathroom Break and Snack Time

10:15 Story Time

10:25 Circle Two

10:40 Large Motor

11:00 Centers

11:35 Free Play

11:45 Dismissal

St. Paul's Preschool is committed to honoring and nurturing your child's self-worth in a way that enables each student to reach their potential. We strive to develop and maintain an atmosphere of love, understanding, and support for each child. Use of corporal punishment, humiliation, or fear by an employee or volunteer will not be tolerated. Our disciplinary steps are as follows...

1. Praise of positive behavior
2. Reminder of rules
3. Placement of staff member in closer proximity to child
4. Redirection to another activity
5. Removal of child from all activities for a three minute time period

In the rare instance that your child is hurt or has hurt another, you will receive an incident report. This is a communication between staff and parent to ensure everyone is aware of what is going on during the school day.

Conferences

Regularly scheduled parent-teacher conferences will be held in the fall and the spring. Please note that children will not be permitted at these meetings.

If the teacher or parent has any special concerns at any other time of the school year they may request a conference. Your questions are very important to us and we will be happy to confer with you by phone or in person during non-instructional hours. Please try to keep drop off and pick up to brief communications. The staff needs to be supervising the children at this time.

Screening Programs

In the fall, the Berks County Association for the Blind and The Berks County Association for the Hearing Impaired will screen the children. St. Paul's Preschool also works with BCIU, so that they can assess your child in a classroom setting. More information and appropriate forms will be distributed closer to the screening dates.

We observe the following holidays.....

Columbus Day

Thanksgiving

Christmas Eve/Day

New Year's Eve/Day

Martin Luther King Day

President's Day

Easter

Memorial Day

We follow Fleetwood Area School District's calendar and weather related closures. If they are closed, we are closed. If there is a two hour delay, we will be open 11:15- 12:45. If they have a one hour delay, we will open at 10:15 until 11:45. The decision whether or not to attend based on weather is on an individual basis. We encourage you to do whatever you feel is right for the safety of your child. Closings are listed on wfmz.com or Channel 69. We will also using Remind to notify parents of closings.

Remind

Remind is a free, safe, and simple messaging tool that helps teachers share important updates with students and parents. Subscribe by text, email or using the Remind app. All personal information is kept private.

Please call the preschool office if your child will be absent for one or more days. If the child has contracted a communicable disease or health problem please call the school office as soon as possible. Keep the child home for at least 24 hours after institution of appropriate antibiotics following a bacterial illness, such as strep throat or pink eye. Also, you must wait 24 hours before returning your child to school following a fever, vomiting, diarrhea, or skin rash. If your child has contracted chicken pox, they must wait six days after the last crop of vesicles to return.

With your help we can limit the highly contagious "bugs" that plague schools. Also, please keep in mind that state regulations prohibit administration of any type of medication by staff while in school.

School Safety

The outer doors at the preschool will be locked between 9:25 and 11:35. If you need access between these times please notify your child's teacher before hand and a staff member will admit you or you will need to ring the bell at the main doors and the church secretary will notify our staff.

Please use extreme caution in the parking lot. Hold hands with your children and practice safe, slow, and alert driving when entering and exiting the lot.

Please remind children to use walking feet and inside voices in the halls.

Family Crises

Every family experiences times of stress. Prolonged visits, the anticipation of a family trip, death, illness, or changed relationships in the home produce stress. Children pick up on the stresses affecting others in the house, and may need extra attention and emotional support during these times. Although it is not necessary to provide details about the source of the tension, please alert the teacher when your child is experiencing a trying circumstance. Your child's behavior may change when he/she is under stress, and the staff wants to be able to respond when your child is most vulnerable.

We will be following the Fleetwood Area School District's guidelines regarding healthy eating habits. Each student will be able to sign up for their snack days at the beginning of each month. If you are unable to bring snack for whatever reason, the school will provide snack for that day.

Serving healthy snacks to our children is important to providing good nutrition for growth and development, as well as supporting lifelong healthy eating habits. We love fruits and vegetables that can be served with or without dips. Another good option is food made with whole grains.

Healthy beverages are just as important. Water is the best choice for children at snack times. It satisfies thirst without adding calories or sugars. Low fat milk and 100% fruit juices are also good options. Some snack examples are...

- | | |
|--------------------------------|---------------------------|
| *Whole grain Goldfish | *Whole grain pretzels |
| *Mini rice cakes | *Graham crackers |
| *Cereal bars | *Animal crackers |
| *Mini bagels with cream cheese | *Any fresh fruits, sliced |
| *Raisins | *Low fat string cheese |
| *Carrots and celery | *Fruit cups |

Food Allergies:

Parents will be notified if there is a child in class with a specific food allergy. If a child in your class has a severe food allergy, we may request specific snacks. The safety and well-being of all our students is very important to us.

Birthdays

Students may celebrate their birthdays in school. On these special days we do allow birthday treats (cupcakes, cookies, ice cream, etc.) Please notify your child's teacher if you plan on bringing in a special treat. Birthday invitations are not to be handed out at school or put in students' cubbies. A directory will be published in the beginning of the year, in which addresses and telephone numbers are listed.

Star Student of the Week

Students will be assigned a week during the school year. We will focus on this student to learn more about them. During this week parents will be allowed to come into class and spend the day with them. On that day they will provide a snack for the class, as well as bring in three special show and share items.

Field Trips

Your child's class will take two field trips during the year. A parent or caregiver will be expected to accompany each child and provide transportation. All preschool children must ride in a car seat.

Lunch Bunch

The kindergarten readiness class offers "Lunch Bunch" on Wednesdays starting in October and ending in April. There is an additional fee of \$3.00 each week your child attends. The fee will be added to the following month's tuition bill.

School Pictures

School pictures are offered by Valentine Photography in the Fall. Pictures are not mandatory, but offered to all of our students. Date and prices will be sent home beforehand.

Toys

We ask that you discourage your child from bringing toys to school except when specifically requested. (For example, show and share or on their "special day".)