

Parent Handbook

ST. PAUL'S LUTHERAN PRESCHOOL

Where Every Child is Special

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Our Philosophy

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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.

Kindergarten Readiness Class (Mondays – Thursdays)

(for our children that will be age 4 as of 8/31 and attending kindergarten in the Fall of 2024)

This program is based on an emergent reader curriculum. The emergent readers are teaching the concept of print, direction of reading, letter sounds and formation, and use of pictures to help tell the story. The lessons and activities are based on the reader of the week. This class will prepare the preschoolers for kindergarten.

Pre-K Class (Mondays – Thursdays)

(for children that will be age 4 as of 9/30 and potentially entering kindergarten in the Fall of 2024)

This program is based on a thematic curriculum. This is a way of teaching and learning, whereby many areas of the curriculum are connected together and integrated within a theme. It allows learning to be more natural and less structured. The lessons and activities are based on the theme of the week. This class will also prepare the preschoolers for kindergarten.

Preschool Class (Tuesdays – Thursdays)

(for children that will be 2 ½ as of August 31, 2024)

As a child's first school experience the goal of this class is to help the preschoolers with separation anxiety, socialization skills, and introduction to skills needed for the following year. This class will have a different theme each week and will include lessons on shapes, colors, letters, numbers, days of the week, and months of the year.

STEM Afternoons (Mondays – Thursdays)

(for ages 3 -5)

This class allows the preschoolers to explore, observe, ask questions, predict, and integrate their learning. Each day the children will be given a different objective, they will work together in groups to form a hypothesis, then using science, technology, engineering, and/or math they will have to prove their hypothesis.

Two-Gether Time (Mondays)

(for ages 2-3)

This class allows your child to spend time with a special adult in their life, as well as social interaction with other children their age. One parent, grandparent, or caregiver will need to accompany your child. This once-a-week class is teacher guided and will include activities, crafts, story time and more.

*Classes will be held if minimum numbers are enrolled

Admissions

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There will be a one time enrollment fee of \$60.00 due at the time of registration. This fee is non-refundable. The first month's tuition is due at the time of registration. We welcome children of all races, different ethnic origins, or religious affiliations to participate in our programs.

Tuition Policy

Tuition and STEAM rates are based on a yearly cost and broken down into nine equal payments. Therefore, there will be no refunds or makeup days for days missed due to holidays, special events, illness, or vacations. Payment is due monthly on the first Tuesday of the month, with the first payment at the time of enrollment and last payment on April 1, 2025 Please make checks or money orders payable to St Paul's Lutheran Preschool. Cash payments will not be accepted. There will be a \$25.00 fee for any returned checks. Late payments will be assessed with a \$10.00 fee unless prior arrangements have been made with the director.

Tuition Calendar for the 2024-2025 school years is as follows...

| | |
|--------------------|------------------|
| September 10, 2024 | January 7, 2025 |
| October 1, 2024 | February 4, 2025 |
| November 5, 2024 | March 4, 2025 |
| December 3, 2024 | April 1, 2025 |

Kindergarten Readiness and Pre -K Goals

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- 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

Preschool Program Goals

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- 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

Discipline and Guidance

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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.

Progress Reports

Communication between parent and teachers plays an important role in the education of the preschoolers. Progress reports will be sent home in the Fall and parent-teacher conferences will be held in 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 Vision Resource of Berks County 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.

School Closings and No STEAM Classes

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Back to School Night August 27th

First Day of School September 3rd

Closed October 14th Columbus Day

No Afternoon Class November 26th

Closed November 27th - December 22nd Thanksgiving Break

No Afternoon Class December 19th

Closed December 20th – January 5th Winter Break

Closed January 20th Martin Luther King Day

Closed February 17th President's Day

No Afternoon Class March 30th

Closed April 14th - 21st Spring Break (Snow Make-up Days April 14, 15, & 16)

Last Day of School May 19th

We follow Fleetwood Area School District's school calendar and weather related closures. In the event they are closed, we are closed. If there is a two-hour delay, we will be in session from 11:15- 12:45. If they have a one-hour delay, we will be in session from 10:15 until 11:45. If there is a three- hour delay no morning classes in session, afternoon STEAM will begin at 12:45pm. Five FID packets will be sent home in November in the event the school district calls a FID day and we are closed. The decision whether 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 School Status Connect, formerly ClassTag to notify parents of closings.

Special Events

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Fall Field Trip October 24th 10 am
Halloween Parade October 31st 9:30 am
Thanksgiving Feast November 26th
Christmas Program December 19th
Open House and Art Show February 27th 6:00 pm
Easter Program and Easter Egg Hunt April 10th
Spring Field Trip May 1st for all classes
Graduation May 19th 7 pm
Last Day of School May 21st
End of the Year Celebration May 23rd

School Status Connect

School Status Connect, formerly ClassTag is a free, safe, and simple messaging tool that helps teachers share important updates, documents, pictures, and videos with parents. You will receive your own personal code to sign up for the School Status Connect app at the beginning of the school year. All personal information is kept private.

Illnesses and Absences

Please either send a message through email or School Status Connect or 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 at all times. 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’s parish administrator 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.

Family Crises

Every family experience 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.

Snacks

In order to keep your tuition rates lower, we ask for snack donations on a monthly basis. Snack sign-up sheets will be posted on the parent board monthly. We also periodically ask for items such as juice, tissues, napkins, wipes, cups, etc. We thank you in advance.

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. We ask that each child bring a leakproof bottle filled each morning. Some snack examples are...

- *Whole grain Goldfish
- *Mini rice cakes
- *Cereal bars
- *Mini bagels with cream cheese
- *Raisins
- *Carrots and celery
- *Whole grain pretzels
- *Graham crackers
- *Animal crackers
- *Any fresh fruits, sliced
- *Low fat string cheese
- *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 available on ClassTag, 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. On that day they will provide a snack for the class, as well as bring in special items to share with the class.

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.

Lunch Bunch

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The kindergarten readiness class offers “Lunch Bunch” on Mondays starting on September 16th and ending in April 28th. There is an additional fee of \$6.00 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 during their star student week.)