

St. Peter's Lutheran Preschool Handbook

2023-2024



“I have no greater joy than when I hear that my children are walking in the truth.”

(3 John 1:4)



Telephone: 920-922-1160 ext. 409

Website: www.stpetersfdl.net

DEAR PRESCHOOL PARENTS,

We are so excited you will be part of our school family this year!

The goal of St. Peter's Lutheran Preschool is to provide a well-rounded, Christ centered early childhood education. Our program strives to provide an atmosphere where the spiritual, mental, social, emotional, and physical aspects of development and education will be an enjoyment for the children. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow.

We strongly believe that a good parent-teacher relationship is necessary for maximum school success. We sincerely appreciate the opportunity to partner with you in this important and very special time of growth and development in your child's life! Throughout the year we will communicate with you through notes, telephone calls, e-mail, student evaluations, and parent/teacher conferences. We encourage you to contact us if you have any questions or concerns. You can reach us at school by calling (920) 922-1160, ext. 409, or via email: amystibb@stpetersfdl.net.

May our good and gracious God bless our efforts to the praise of His name!

In His service,

The Preschool Staff

St. Peter's Lutheran Preschool Handbook

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A PARTNERSHIP IN LEARNING

All children are precious gifts of God. They are the next generation and the promise of the future. Many hands join together to foster the growth and development of children. At St. Peter's Lutheran Preschool, we recognize that parents have the primary responsibility for nurturing their children. By enrolling your children at St. Peter's Lutheran Preschool, parents are enlisting the help of early childhood teachers to create learning experiences that teach God's love for them.

MISSION, OBJECTIVES, AND GOALS

Mission

Empowered by God's Word, St. Peter's Lutheran School assists families in EDUCATING their children, EQUIPPING them for LIFE and ETERNITY.

Objective

St. Peter's Lutheran Church and School takes seriously its obligation to teach and train children in accordance with the Savior's commands to "make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you," (Matthew 28:19-20)

- To provide a Christian education that centers on the Word of God, especially as it reveals God's plan of creation, redemption, and sanctification through Jesus Christ.
- To prepare God's children for living a Christian life in all that they do here on earth, always holding before them that as Christians they are preparing for eternity in heaven which Christ alone has secured for us all.

Goals

- Assist our parents in teaching their children the truths about God's wonderful plan of salvation for all people.
- Help the children grow in Christian stewardship of time, talents, and possessions.
- Help the children give expression of their faith as it pertains to their relationship with others, especially their peers.
- Help the children develop their mental talents through new learning experiences.
- Help the children develop emotionally.
- Help the children to take care of and develop their bodies, which are a temple of God.

EARLY CHILDHOOD LEARNING PHILOSOPHY

Spiritual Growth

- Recognizing their sin and the Lord's forgiveness.
- Knowing that our Lord loves and protects them.
- Believing and trusting Jesus as their Savior from sin.
- Knowing God the Father as their loving protector.
- Believing in heaven.
- Learning that Christ's love should motivate them to live as the Lord expects (recognizing right from wrong).
- Learning to show their love for Jesus through prayer and their daily life.
- Realize that the good news of Jesus' birth, death, and resurrection, is a message to be shared with all people.

Intellectual Growth

- Developing a sense of time of day and night.
- Increasing attention span.
- Learn that their abilities are a gift from God.
- Beginning deductive thinking.
- Making and expressing choices, plans, and decisions.
- Learning simple organizational skills.
- Developing reasoning and problem-solving skills.
- Experience using different materials in many ways.
- Learning math, science, and social studies skills.
- Increasing appreciation of music and arts.
- Increasing development of language/literacy skills.

Physical Growth

- Appreciates likeness and differences in God's children.
- Observes simple health and safety procedures.
- Fine and gross motor control/coordination.

Social-Emotional Growth

- Grow in their ability to interact with peers, adults, and their environment.
- Experience success in working and playing individually and cooperatively.
- Grow in Christian love, respect, and empathy.

ENROLLMENT POLICIES AND PRIORITIES

Enrollment for St. Peter's Lutheran Preschool is based upon the child being 3 years old by September 1st for 3K and 4 years old by September 1st for 4K.

Enrollment periods are based on the following priorities:

- 1) 20 total preschool students
- 2) 4 year olds will take precedence over 3 year olds
- 3) Only 12 may register for full time

An early enrollment window will be open during the month of January for St. Peter's Lutheran members to enroll for the upcoming year. An enrollment window will open for the community following the first open house. Full time positions will be allocated on a first-come-first-served basis.

All enrolled nonmember 3K students will be placed on a waiting list for the next school year unless a sibling is already enrolled in our K-8 program.

DISCIPLINE POLICY

- Discipline of children will be done in a God-pleasing manner. We will not use discipline that is abusive, frightening, humiliating, or neglectful.
- We believe that we must lovingly guide and redirect the children to cooperate with their peers while learning self-control and respect for others.
- If a child demonstrates behavior that is inappropriate, out-of-control, aggressive or disruptive, several methods can be used to try to change the behavior
 - ✓ First, the child will be directed to another activity or will be taken aside and asked to stop the behavior.
 - ✓ Second, the child will have a "time-out" (asking a child to sit in a chair, take deep breaths, relax, and observe the appropriate behavior of others).
 - ✓ Behaviors that continue and have a high degree of intensity or cause injury to other children are cause for concern and intervention. A telephone call will first be made to the parents. If the behavior continues, a parent/teacher conference will be scheduled to discuss the behavior and develop a plan of discipline that is acceptable to the parents and teacher. It is imperative that home and school cooperate with mutual goals and procedures.
 - ✓ Dismissal of an individual child from our program is considered when the health, safety, and welfare of that child and/or the rest of the children in the group are at risk.
 - ✓ It is our hope and prayer that with early intervention and regular communication and cooperation between home and school, drastic measures can be avoided.

GENERAL INFORMATION

Toilet Training:

- A child must be potty-trained by the time they begin preschool. This means he/she is “accident free” more often than not. We understand that the occasional “accident” will happen at school.
- Should your child have repeated “accidents”, you may be asked to withdraw your child until he/she is able to make it through full days of school without accidents.
 - A designated time of re-entry will be established by the preschool teacher in coordination with the principal and board of education.
- “Toilet trained” also means that your child is able to wipe his/her bottom without assistance.

Dress Code:

As young Christians, the children should be dressed neatly and modestly. Shorts of modest length and capris may be worn when the weather is appropriate. Students wearing dresses will need to wear shorts or leggings underneath.

While Christians have liberty in their dress through Christ, they will not want to use that liberty to offend others. St. Peter’s Lutheran School reserves the right to determine what is or is not appropriate in appearance.

Spare snow pants and boots can be kept at school throughout the winter season, otherwise they will be sent home daily. Snow pants, coats, boots, hats, and mittens/gloves will be needed when the snow falls. We will go outside to play unless the temperature/windchill is below zero degrees.

Transportation Procedures:

If your child will be picked up by anyone other than a parent, please inform your teachers as to whom it will be. All changes to transportation must be made in advance in writing to ensure the safety of the child. All adults picking up your child must be on your approved pick-up list. Please make sure to fill this form out completely.

Personal Belongings:

Teachers are not responsible for lost or broken jewelry.

For safety reasons, please do not allow your child to bring any toys to school. Teachers will not be responsible for toys brought to school.

Please do not allow your child to bring candy or gum to school unless the teacher approves.

Extra Clothing:

Please send an extra change of clothes to school enclosed in a Ziploc bag with your child's name on it. We will store it at school in case of accidents. You may need to exchange them for larger sizes sometime throughout the year.

*Please include the following items: underwear, socks, shirt, pants

Backpack Suggestions:

All students will need a functional backpack large enough to hold a 9x12 inch folder without folding or bending. They will be used daily. Many backpacks look alike; please label your child's backpack with his/her name visible on the outside.

SCHEDULES

Before/After Care (Extended Care):

Please see the Extended Care sheet for info.

Arrival:

Children need to arrive by 8:00am. Bring your child to the Preschool room using the hallway entrance. If children arrive prior to 7:45am, they will be sent to the Before Care program.

Dismissal:

Children who are in our half day program need to be picked up at 11:30am by the overhang of Door 2 (school's main entrance). The teacher will be present for you to sign your child out for the day.

All students in our full day program can be picked up near the church's main entrance (Door 1) at 3:15pm, the end of the school day. Park your vehicle in the lot and meet your student at the designated area to sign them out.

Any children not picked within 15 minutes of the end of the school day will automatically become part of our Aftercare program and you will be billed accordingly.

Schedule Interruptions:

Late starts and early dismissals due to inclement weather will be publicized on your local radio and TV stations. In the event that there is a two-hour delay, half day program students will not be required to attend school that day. Full time students will have class following the delay.

Remind App

We will be using the "Remind app" to send out all school notifications, emergencies, and schedule changes.

Attendance/Absence Policy:

If you will not be sending your child to school, please call and leave a message with the school office at: (920) 922-1160.

Planned Absences:

If parents wish to keep their children home on occasion they are welcome to. Those plans need to be communicated to the Preschool Director in advance. Tuition costs will not be altered (for example, a parent who wants to keep their child home every other Friday).

PROCEDURES

Snack:

A snack time is in our daily morning schedule. This snack is to be provided by the parents and can be sent to school in the child's lunchbox. Milk, chocolate, white or skim, can be purchased at the beginning of the school year for both snack and lunch time. If you do not desire milk for your child, you can simply send a drink (not soda) along with their snack or they can drink water from the classroom water fountain. We encourage healthy snacks that do not require refrigeration or heating up. We discourage packing candy for snacks. Student allergies will be handled as needed.

Lunch Procedures:

St. Peter's is blessed with a wonderful hot lunch program. Menus are available during the school year so families may plan accordingly. Hot lunch accounts are tracked electronically. Funds may be added to your account through the school office. An email will be sent to families when their account balance is low. Lunch will be served in the classroom. White or chocolate milk is available for lunch and snacks.. Inform the office of any changes.

Rest Time:

Children who are enrolled in our full-time program, will need to provide a rest mat that folds for our scheduled rest time. Your child is also welcome to bring a blanket, pillow, or snuggly item that will allow them to rest comfortably. These items will be limited to rest time. These items will also be sent home regularly for laundering. We will keep the rest mats at school and sanitize them. Some children simply rest, some actually fall asleep.

Daily Folder:

We will be sending home daily papers and/or crafts that will be placed in your child's personal folder. Occasionally you may find an activity you can do with your child to help practice specific skills or encourage family conversation.

Weekly Folder:

Every Thursday, we will send home the school's newsletter called the "Laker News &

Notes” so you are aware of activities happening school-wide. Please read these carefully since they sometimes do include information concerning preschool.

You will also find a second newsletter in your child’s folder each week. This one is strictly for preschool and gives weekly updates for our classroom.

Birthday Policy:

If your child would like to bring a treat for their birthday, they may. Please be considerate of any classroom allergies.

If your child has a summer birthday and you still wish to celebrate during the school year, please contact your child’s teacher and make arrangements to do so.

If you want to extend invitations to birthday parties, remember to either invite the whole class, or distribute the invitations outside of the school environment.

Evaluations:

The purpose of our evaluations is to provide you with information regarding your child’s progress. The children are introduced to many skills in preschool and they grow and develop rapidly. Each child has an individual rate of development, maturity, and abilities. There will be two face to face conferences at the end of each semester. Parents or teachers may request conferences to talk about progress at any time.

Parent/Teacher Conferences:

Although we encourage addressing issues and keeping lines of communication open at all times, we will offer formal conference appointments. If concerns arise before or after any formal conference, please feel free to set up a time to meet with your child’s teacher and discuss those concerns. Your child’s teacher will do the same.

Live Animals:

Out of concern for health and safety, no animals are allowed in the preschool classroom while children are present. There may be an occasion where it is desired to bring a pet to school for a brief showing. This will be treated as an exception to the policy, will be of a short duration, will be done in the safest way possible, and needs the teacher’s approval. This policy does not apply to service animals.

Field Trips:

We go on a limited number of field trips. Permission slips with reminders will be sent home prior to the trip.

Each child will be responsible for providing their own car seat/booster. If a child does not have an appropriate car seat/booster, he or she will not be allowed to attend the field trip and the parents will be contacted for immediate pick up.

Emergency Drills:

Emergency Drills are required by state law, so we have regular fire, tornado, and lockdown drills. These procedures are carefully discussed with the children prior to each

initial drill. If you have a question or concern, please contact your child's teacher for clarification.

When to Keep Your Child Home:

From time to time, health concerns arise that require guidelines as to when a child can return to school. In general, the 24-Hour Rule of Thumb should be followed:

- When sickness of any kind has been detected, keep your child home for at least 24 hours and until any and all symptoms have subsided – without the use of medications such as Tylenol or Advil.
- Your child should be fever (100 degrees or over)/diarrhea/vomit free for at least 24 hours before returning to school – without the use of medications.
- Keep your child home for at least 24 hours after the initial dose of prescribed antibiotics.

If your child becomes ill while at school, we will call you to take him/her home. If you cannot be reached, we will contact someone on the emergency contact form. Please keep this information up-to-date. As always, check with your child's doctor if symptoms are prolonged or behavior is unusual for your child.

MEDICATION ADMINISTRATION TO STUDENTS

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

St. Peter's Lutheran School shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01 (2) (g). The school may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian as defined by Wisc. Stat. Ch. 118.29. Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Medication administration may be done by any staff member with proper training, supervision, and evaluation as defined in Wisconsin Administrative Code N. 6.01 and DPI training guidance. Determining such individuals will be the responsibility of the principal. A school employee who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence.

Procedures for obtaining and filing written instructions and consents for medication

administration, and the protocols for storage, administration, and documentation are delineated in this policy's Administrative Rule. (See School office for this.)

Legal References: Wisconsin State Statutes 118.29, 118.291 and 121.02(1)(g) Wisconsin Administrative Code 6.03(3) Adoption Date: March 1996 Amended: May 2010.

Minor Medical Attention:

All minor accidents – cuts, scratches, bumps, and bites are given First Aid treatment and recorded in the school medical log. Parents will be notified of the injury via personal conversation, phone call, or e-mail.

First Aid and CPR Certification:

All St. Peter's teachers are CPR and First Aid certified. Knowledge obtained through these courses permits St. Peter's teachers to be ready to handle emergencies due to sudden illness or injury to students.

Immunization:

St. Peter's Lutheran Preschool requires up to date immunization records for each child. State law requires compliance with immunization guidelines within 30 days of the beginning of the school year. After 30 days, students in noncompliance may not attend school. Immunization history must indicate that the child has received at least the first dose of each required immunization.

Immunization Waivers:

Immunization waivers are available through the WI Department of Health Service for personal conviction, religious, or medical/health reasons. Children for whom waivers are filed are compliant. However, they may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

A history of chickenpox is not a waiver. If a waiver is selected, all vaccines the child has already received should be listed on the Student Immunization Record by the parent or guardian.

Helping the Teacher:

There may be a time when extra adult help is needed (example: holiday parties, a specific art project, and so on). The classroom teacher will reach out looking for help at those times. If you are interested in helping, please contact your child's teacher. Volunteers that interact with children during the school day will be subject to a background check per school policy.

Helping Your Child:

Please work with your child on the following skills at home:

- Sharing
- Cleaning up
- Recognizing colors

- Recognizing shapes
- Recognizing/ identifying numbers
- Recognizing/ identifying letters
- Cutting with scissors
- Buttoning, snapping, zipping, and tying

PRESCHOOL STAFF

Mrs. Katie Raddatz,
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Early Childhood Director

Mrs. Amy Stibb
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Preschool Lead Teacher

Phone: (920) 922-1160 ext. 409

All calls received during class time will go directly to voicemail; calls will be answered as soon as possible after school or during planning time. Emails will be checked periodically throughout the day.

After school from 3:15-3:45 the Preschool Director will be available to meet with you in person or take your calls. If you would like to schedule a conference to discuss your child's academic progress, please feel free to call or send an email or note.



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