

PARENT'S HANDBOOK

for

St. Paul Lutheran Pre-Kindergarten

3 and 4 Year Old Programs



Our Children:

God's Special Gift

**St. Paul Lutheran Pre-Kindergarten is an
educational organization of
St. Paul Lutheran Church and School
201 Oxford Street - Fairmont, Minnesota**

Those directly responsible for the St. Paul Lutheran Pre-Kindergarten Program:

Teachers:

Kathy Gratz (4's) - Home Phone: 238-2975
School Phone: 238-9492,
Kara Closs (3's) - Home Phone: 235-5890
School Phone 238-9492,

Aides:

Angela Preuss (4's) - Home Phone: 238-2097
Michelle Schultz (3's) – Home Phone: 848-4052

Principal:

Brian Kube - School Phone: 238-9492, ext. 106

Anyone having questions or concerns of a general nature should contact the teacher or Principal. Any concerns about a teacher or other individual should be handled as follows: First, discuss the matter with the teacher or individual involved. Then, if necessary, the concern should be brought to the attention of the Principal, and finally, when necessary, to the Board of Education Chairman.



GOD'S COMMAND TO PARENTS:

God, our Creator, commands us to:

"Train up a child in the way that he should go"

Proverbs 22:6

"Bring up your child in the nurture and admonition of the Lord." Ephesians 6:4

The Lutheran Church-Missouri Synod believes that the Christian School and Pre-Kindergarten are the best agencies for assisting parents in carrying out the above responsibilities. In addition to teaching the Bible truths, our Christian School includes thorough training in all the state required secular subjects permeated by a Christian viewpoint and philosophy.

We value your child.

We teach responsible living.

We uphold Christian values.

*We educate the whole person -
mentally, physically, morally and
spiritually.*

*We care! We are committed to
providing the finest education in a
caring environment.*

WHAT WE DO

An exceptional Pre-Kindergarten provides the child with meaningful learning experiences. To a great extent, it is flexible and is based on the interests of the child as they occur from day to day.

Religious Activities - Jesus time, Bible stories, prayers, and songs, help children grow in faith and love for their Lord and Savior, Jesus Christ.

Physical Education - activities to help children develop large and small muscle skills, gain confidence in themselves, provide opportunities to play cooperatively at large group/game activities.

We make use of the "Ready Bodies, Learning Minds" activities, outdoor and indoor play. (Our primary outdoor play site is the school playground located directly west of our building. A secondary outdoor playsite is Ward Park.)

Social Studies - the meaning, value and experience of the seasons, holidays, home, church, community, health habits, and good manners.

Science Experiences - exposure to the beauty and intrigue of God's creation through nature and various science-related activities.

Experience in Creativity - paper, scrap material, paint, etc.

Musical Experiences - singing, listening, musical games, rhythms and dramatizing.

Language Activities - story telling, discussion, creative story telling, poetry, use of Books, records/CD's, and smart board (4's)

Dramatic Experiences - dramatic play and puppetry.

IN ADDITION:

The program also provides the child with experiences in:

name recognition	shapes and textures
eye-hand coordination	following directions
listening	number experiences
color recognition	math activities
and other reading readiness activities.	

ENROLLMENT:

The school year consists of nine months. We assume that when you enroll your child it is for the full school year unless an unexpected emergency occurs such as sickness or moving from the community. If it is necessary for a child to be withdrawn for any reason, please inform the teacher of this intention at the earliest opportunity. We typically close our sessions after an enrollment of 15, although we have had 20 per session. An aide is provided after 10 enrolled children in a session. *In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs. To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call 202-720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer. (Our Pre-Kindergarten program is not licensed to serve handicapped children.)*

All enrollment information must be submitted online through TADS. If you do not have a TADS account, please submit your child’s name and birthdate, your name, address, phone number, and email address to the school office. Shortly after that you will receive an email from TADS. This email will include a setup code which you will need to create a TADS account. A setup code is a unique series of letters and numbers used to identify an account for a family, which ensures that only the person with the setup code can gain access to a particular account. This maintains the confidentiality and security of your data. After you have created a TADS account using the setup code, you will be able to enroll your child(ren). After enrollment is complete, you will need to complete the Tuition Agreement for your payments. All enrollments for the school year are subject to a \$40.00 **non-refundable** enrollment fee in addition to the tuition charge.

Pre-K 3 and 4

HALF DAYS:

- 2 Half Days (8:15 - 11:20 a.m.) OR (12:00 - 2:45 p.m.) - \$849.95
- 3 Half Days (8:15 - 11:20 a.m.) OR (12:00 - 2:45 p.m.) - \$1,105.29
- 5 Half Days (8:15 - 11:20 a.m.) OR (12:00 - 2:45 p.m.) - \$1,842.34

FULL DAYS:

- 2 Full Days (8:15 a.m.- 2:45 p.m.) \$1,421.09
- 3 Full Days (8:15 a.m.- 2:45 p.m.) \$2,131.10
- 5 Full Days (8:15 a.m.- 2:45 p.m.) \$2,842.18

BEFORE AND AFTER CARE: \$3.50 an hour 7-8 am and 3-6 pm

- 3 Year Old Eligibility: Children must be three years of age on or before September 1 and potty-trained.
- 4 Year Old Eligibility: Children must be four years of age on or before September 1 and not yet attending Kindergarten.

Classes will tentatively begin the last week of August. You will be notified of the exact starting date in June.

HOURS:

Please try to observe the hours as closely as possible. The teacher needs time before class begins to prepare special activities for each day. We realize that there are special exceptions on occasion. If we have advance notification that a child will be early or late for a legitimate reason, we can make provisions for that.

The child should arrive between 8:00 and 8:10 a.m., and may be picked up within 5 minutes of dismissal time. Each parent or driver should accompany the children into the school room during the first month so that the teacher knows they have arrived and who is authorized to pick them up. **Notify the teacher as soon as you know that someone besides yourself, or other previously approved person, will pick your child up on any particular day.**

TUITION AGREEMENT:

The Tuition Agreement through TADS allows families to determine the best installment option and payment method. There is no fee for those wishing to pay the entire year's tuition in one or two installments. Families will have the opportunity to view their tuition and fees for the school year online 24/7 with peace of mind. TADS implements a comprehensive identity theft program that is Red Flags compliant.

After you have completed the enrollment process and once the school approves the enrollment for your child(ren), the school will create a tuition agreement for your family and send it to you via email through TADS. This tuition agreement must then be completed by you before your child can attend school.

Our budget is based on an exact number of tuitions, and it is not possible to make refunds for absences, holidays, snow days, etc., which fall within any month of the school year.

OBJECTIVES:

The objectives of our Christ-centered Pre-Kindergarten are to provide the children with an opportunity -

- to work and play in a Christian atmosphere with children of their own age.
- to be aware of the daily presence of Christ in their lives.
- to be themselves and develop at their own rate.
- to express themselves freely and constructively through art and play materials.
- to learn to be tolerant, creative, cooperative, imaginative, and considerate.
- to learn to be independent - able to solve their own problems and to do things for themselves.
- to enjoy a Pre-Kindergarten school experience which will simplify adjustment to elementary school and other social situations.
- to learn to establish relationships with adults other than their family.
- to learn limits of behavior regarding safety, health, respect for the rights of others.
- to build feelings of self-confidence and security and an acceptance of reality.
- to increase their ability to handle their emotions constructively.

CALENDAR AND EMERGENCY CANCELLATIONS:

You will receive a school calendar that indicates when sessions are held throughout the school year. Any changes will be mentioned in our weekly school newsletter which you will receive. If school has to be closed due to weather conditions, radio station KSUM will carry the announcement. If St. Paul Lutheran School is closed due to weather conditions, the Pre-Kindergarten sessions will also be canceled. If the Public School starts 2 hours late due to bad weather, our school's morning Pre-Kindergarten session will be held from 9:30 to 11:30. Likewise, if the Public School closes early due to bad weather, so will our school's Pre-kindergarten sessions. At other times, it may be necessary to close just our Pre-Kindergarten session, so listen for these special announcements. Parents may pick up their child anytime they feel the weather is a threat to safe travel home.

HEALTH SERVICES AND CARE:

Prior to the first day of school the *Health Care Summary (completed by your Doctor) and Immunization Record* **must be returned to the school.** All immunizations should be up to date. Forms can be found on the TADS website. A dental examination is suggested but not required. **If your child will be absent from school for any reason, please notify the school prior to the beginning of the session.** We and you need to know that he/she is safe either at home or at our Pre-Kindergarten session. In case your child becomes ill, please let us know. Parents are required to notify the school within 24 hours when a child is diagnosed as having a contagious reportable disease, lice, scabies, impetigo, ringworm, or chicken pox. (Please also notify the school if your child has pink eye - the child **must be on an antibiotic for 24 hours before returning to school.**) We can then alert the other parents so that they can keep track of the incubation period and be alert for symptoms should the germ spread. Your child should be kept home if there is evidence of a fever or other symptoms of illness. If your child becomes ill at school, it will be necessary for you or someone designated by you to take your child home for proper care. If a medical emergency should arise during school hours, every effort will be made to contact the parents of the child concerned or a recommended relative or friend. If this is unsuccessful, the child will be taken to the Fairmont Community Hospital. **Notify the school office promptly of any changes in address, phone number, emergency information, or who is to pick up your child.** No medication can be given by a teacher without written parental consent **and** written order of a licensed physician. Any prescription medicine must be in a properly labeled pharmacist's container listing the name of student, name of physician, and dosage. Any possible side effects should be listed on the "Medication Permit" form.

CLOTHING AND PERSONAL BELONGINGS:

Please dress your children in clean, comfortable clothing they can really feel free to play in. Try to provide clothing easily managed by a small child as the children will be encouraged to help themselves. Girls may prefer to wear pants as the children will often play outside or on the floor indoors. Please be sure to send snowpants, boots, hat, and mittens in cold weather even if not needed for going to and from school. They may need them for outdoor play. If the ground is very damp or if there has been rain the previous day, please send boots. You may wish to leave a sweater and an extra pair of pants and socks in their locker at school for the changeable fall and spring weather. Sometimes accidents happen and it's well to be prepared by keeping extra clothes in their lockers for milk spills, bathroom accidents, etc. Please mark all of your children's belongings with their name (boots, hats, and coats).

PARENT MEETINGS:

The teacher will arrange a pre-admission orientation visit prior to the first session for both the parent(s) and the child(ren). This visit will take place in late August. For the 3 year old & 4-year old sessions, two parent-teacher conferences will be arranged during the year which coincide with the K-8 school parent-teacher conferences (at the end of the first and third quarters of the school year). These conferences and progress reports will share information on your child's intellectual, physical, social and emotional development. Notice will be given of the conferences in a newsletter sent home with the child. The parents may arrange for additional conferences with the teacher at any time. Appointments can be made by telephone or by speaking with the teacher before or after the session. (We discourage calls during the session times unless an emergency occurs.) If the need arises for a special conference, the teacher will contact you. Parents of enrolled children may visit the program anytime during the hours of operation. Parents should contact the teacher ahead of time if they plan to visit in case special activities are planned for that day.

COMMUNICATION:

Watch for newsletters, notes, and quarterly (3's) progress reports that will be sent home with your child. Please take time to read them for applicable information. Empty your child's backpack each day for notes, calendars, and artwork.

SOCIAL ADJUSTMENT AND DISCIPLINE:

A child may be excluded from the class if the teacher feels that he/she is not benefiting from the program or if his/her behavior is such that the best interests of other children are not being served by his/her continued presence. This will happen following consultations with the parents. Our teachers use a positive Christian approach to discipline which includes modeling expected behavior, recognizing/praising appropriate behaviors, telling the children about expected and appropriate behaviors, and redirecting to different activities when necessary. Any special disciplinary procedures that become necessary will be discussed with the parents.

SUPPLIES:

During the first week of school, please send with your child a *school backpack* that can be used to bring home papers throughout the year. The teacher might request various items to be used in art and craft work and other miscellaneous items. Parental cooperation is asked so that the Pre-Kindergarten classes may be a successful adventure in Christian education. Other materials to bring the first day are *gym shoes*, a seasonal change of clothes to keep in the locker, *a paint shirt (4's only)*, and a nap mat for 3's and 4's attending all day sessions.

SNACKS:

There will be a snack time during each session. We ask that parents provide their child's snacks. Milk will be provided at snack time. Parents wishing to treat the class to celebrate their child's birthday should notify the teacher a few days in advance.

TRANSPORTATION:

We do not provide transportation to and from our facilities. Parents assume all responsibility for arranging transportation. However, we will be glad to make suggestions which might facilitate the arrangement of car pools. Minnesota Motor Bus could be contacted for transportation to school IF your child has an older brother or sister in grades 1-8 who could sit with him/her. There is a monthly cost involved. (Minnesota Motor Bus phone number is 238-6300.) If there will be anyone other than a parent picking up the child, please be sure names are included on the enrollment form where requested. Transportation by Martin county Transit is also an option (235-5558). We have had many students travel to and from school in this way.

SHOW AND TELL:

In bridging the gap from home to our Pre-Kindergarten, it frequently helps the child to bring something from home. We recommend that *fragile and valuable* toys and objects, and toy guns be left at home. Also, the child should try not to bring toys meant to be put in the mouth such as whistles, horns, balloons, etc., or stick objects of any kind. Pets are welcome after clearance with the teacher so that they may plan for their visit. Show and tell time provides a great experience for children in developing verbal communication, expression and self-confidence.

ALLERGIES & PETS:

Please notify the teacher of any allergies your child might have. We do not keep pets in the classroom. We will try to notify you ahead of time if an animal will be brought into the classroom.

SPECIAL NEEDS OF YOUR CHILD:

Love, sureness of parent's support, *love*, consistency and patience from parents, *love*, regular daily schedule with plenty of sleep, *love*, companionship of other children, *love*, understanding, *love*, an opportunity for plenty of activity, *love*, a chance for self-help without pressure, and last, but not least *love*.

HEALTH & SAFETY REGULATIONS:

- Staff members cannot give any medication without a doctor's written order. (See Medication Form online through TADS.)
- Children having signs of illness should be kept home.
- If a child becomes ill while in class, the parents will be called to take him/her home. Until the parent arrives, he/she will be isolated from the group and provided with a place for rest.
- A note will be sent home with the children, or the parents notified by telephone, when important infections and/or communicable diseases are diagnosed in children who attend the Pre-Kindergarten.
- In case of an accident, first-aid will be given by the teacher and, if necessary, the parents or other designated person will be called immediately. Therefore, it is very important that you keep the emergency contact information current on the TADS website. If the need arises (a serious or life-threatening situation), the child will be taken to the Fairmont Hospital. (Our Pre-Kindergarten teachers have taken the required First Aid Course and the CPR training.)
- If the accident is not an emergency, but yet of a serious nature, the parents will be called (again, please keep the contact information on the TADS website current) and informed of the nature of the accident and given the responsibility of seeking the necessary medical attention.
- A written report of all accidents and emergency actions will be made and kept on file.
- The Pre-Kindergarten program carries liability insurance.

EMERGENCY PROCEDURES:

- We will follow the public school's policy and close when they do in the case of blizzards and snow storms. If the child cannot get home, he/she will be cared for here until the emergency is over or he/she is picked up by a parent or other designated person. If we close due to weather conditions, radio station KSUM (1370 on the AM dial) will carry the announcements. You can also receive school closing information online at - www.ksum.com or www.keyc.com and TV channel KEYC will display school closing information along the bottom of the screen. (No refunds are made for "snow days".) If the public school has a weather-related late start, our morning sessions will be held from 9:30 to 11:30.
- In case of tornadoes, all children are kept here until called for by a designated adult. Tornado drills are held in September, April and May to acquaint students and teachers with the proper procedures.
- In case of a power failure, the children will be kept here until it is restored, or if it is long-term and presents a health hazard, then the parents will be asked to pick up their children.
- If a child is missing, a staff member will be appointed to look for him/her. If he/she is gone for more than 15 minutes, the parents and/or police will be called to aid in the search.
- When the teacher suddenly becomes ill, others will cover for her until a substitute can be obtained. If it is felt that sufficient staffing cannot be obtained, the parents will be notified that there will be a temporary closing.
- Fire drills are held monthly during the year to acquaint students with the proper procedures for evacuating the building in case of actual fire.

REPORTING POLICY

Who Should Report Child Abuse and Neglect

Any person may voluntarily report abuse or neglect.

If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

If you know or suspect that a child is in immediate danger, call 911.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-297-4123.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 238-4757 or local law enforcement at 238-4481.

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-296-3971.

What to Report

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and /or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

"This institution is an equal opportunity provider."