

St. Paul's Lutheran Church & School
A Tradition of Excellence in Christian Education

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6/15/22

PRESCHOOL PARENT HANDBOOK 2023-2024

"Making Disciples for Life"
Matthew 28:19-20

The Christ-centered mission of St. Paul's Lutheran School is to assist parents in training disciples for here and eternity by making known the love of Christ.

Proverbs 22:6

Mr. Pat Dunklau, Principal

Mrs. Rhonda Thompson, Teacher

School office phone: (402) 478 – 4278

PHILOSOPHY

We believe that God has given your child and every other human being a marvelous potential for a creative and successful life in this world. Your child's preschool years are a time of growing in all aspects of life.

By the time children are ready to enter Kindergarten, they have already formed many patterns and attitudes which will shape their personality and affect their potential ability to cope successfully with an ever-changing world.

The primary goal of this preschool program is to provide an organized Christian environment in which we guide your child as he or she grows spiritually, physically, emotionally, intellectually, and socially.

The curriculum of the preschool will include various techniques and materials to assist your child's development in these areas.

Spiritual Growth – we will...

- ❖ Introduce the children to the Triune God – God the Father; God the Son; and God the Holy Spirit.
- ❖ Stress the importance of Holy Baptism in which the child is made a member of God's family.
- ❖ Acquaint the children with the power of talking with God in prayer.
- ❖ Teach them to express praise to God through songs and music.
- ❖ Open the Bible to them through meaningful telling of Bible Stories.
- ❖ Develop feelings of thankfulness for their many blessings, both material and spiritual, helping create a genuine trust in God.
- ❖ Communicate to the children that our loving Savior always cares for us and forgives us when we have done wrong. His love "never runs out" as we say in class.

Physical Growth – we will...

- ❖ Provide an opportunity to develop large and small muscle skills.
- ❖ Use various skills in a variety of new activities.
- ❖ Learn good health and safety habits.
- ❖ Identify and learn through the senses.

Emotional Growth – we will...

- ❖ Provide an opportunity to explore ways to express ideas and feelings about self.
- ❖ Reinforce the child's growing sense of self, and God, and their awareness of personal value.
- ❖ Acknowledge that all feelings are ok. Sharing them properly is a developmental skill we practice.

Intellectual Growth – we will...

- ❖ Provide experience and opportunities to acquire new concepts and strengthen previously acquired concepts.
- ❖ Use language fluently and comfortably to communicate with others.
- ❖ Encourage the child's creativity.
- ❖ Set a high emphasis on quality children's literature to foster a love for books.
- ❖ Strive for a class atmosphere where learning is fun & exciting.

Social Growth – we will...

- ❖ Provide an environment to learn, play, and work with other children; to share, take turns, plan, and participate with other individuals.
- ❖ Increase awareness of self and others within a group to develop independence & self-confidence.

As teachers, we recognize that the primary responsibility for your child's growth in all these areas lies with you, the parents, and

occurs within the framework of the home. At the same time, we know that parents – for a variety of reasons – desire assistance in these aspects of care and training for their child.

We are very aware of the fact that we must not and cannot become a substitute for your capable parental direction. We are, however, excited to serve and assist you by providing the best possible “away from home” learning environment to augment your child’s growth.

We value and welcome your input and encourage open communication between teachers and parents. It is a triangle – child, parent, and teacher.

Governing Body

St. Paul’s Preschool is part of the total ministry of St. Paul’s Lutheran Church and School and is thus under the supervision of the Board of Christian Education and the Principal, governance of St. Paul’s Assembly, and the spiritual guidance of the Pastors.

Licensing

St. Paul’s Preschool is part of a State approved program through the State of Nebraska Department of Education.

Staff

Mrs. Rhonda Thompson teaches Preschool. Mrs. Karen Hartwig serves as a teacher assistant. Oversight and assistance is provided by our principal, Mr. Pat Dunklau, in conjunction with the Board of Christian Education of St. Paul’s Lutheran School.

Admission Procedures

It is the policy of St. Paul’s Lutheran School not to exclude, expel, limit or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, and privileges of St. Paul’s Lutheran School because of race, color, or national origin. St. Paul’s Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school administered

programs. This racially nondiscriminatory policy in no way limits or restricts the policy of the school limiting enrollment or giving preference on some occasion to an applicant as noted in the priorities listed in our K-12 handbook. Children must be 3 years of age by the first day of August (fall and spring) and toilet trained. Parents must provide copies of state birth certificate, and current immunization record or waiver.

Appropriate Use of Images (Audio and / or Visual)

During the course of academic, athletic, musical, and extra-curricular activities and events of St. Paul’s Lutheran School, audio, video, or still photograph recordings may be made. Parents and/or guardians give permission for the school and its authorized agencies to use these recordings for promotional, academic, or other purposes subject to the following limitations:

- Students’ images or voices will not be altered or presented in a demeaning manner.
- Material included as a part of the recording will not lead to a stranger’s ability to identify a child’s first and last names, home address, or the like.
- Student safety will receive the highest priority in recording or disseminating the recording.

Parents may, upon advanced written notice, request that their child’s image or voice not be included in any such recordings.

Arrival and Dismissal

Children should arrive no earlier than ten minutes before the start of class and should be picked up promptly when the session ends. If you discover that you will be late, please call the School office (402-478-4278), so that we can inform your child.

Children will not be dismissed with anyone except a parent or person designated by the parents and on file with school office. In the event that it is necessary for someone other than the persons on file to pick up the child, a written note or phone call to the teacher or the school office is necessary.

Preschool children should be dropped off at their classroom on the west side of the main school. Please enter through the east entrance from County Road 9 (between the church and the parsonage) and exit through the north entrance on the gravel road, County Road 26.

Discipline

St. Paul's sets rules to guide your child in gaining self-control. The staff realizes that a child must be given the opportunity to learn about limits and structure; therefore, discipline is an important part of our program.

Praise, separation from the group, holding and conversing with the child about his or her behavior are the methods used by the staff in disciplining children. PHYSICAL PUNISHMENT IS PROHIBITED.

We feel deeply that respect for self, others, and the property of others must be instilled in a child. Along with prayer, we will work very hard to use redirection in all situations so that the child can see and learn from their mistakes. Just as Jesus forgives us, it is important for the children to know they can be forgiven.

First Aid

First Aid will be administered to any child who receives a minor injury. In case of a serious injury, we will make an immediate attempt to contact a parent. If the situation warrants, we will call for emergency medical assistance. The parents will be expected to assume responsibility for any resultant expense. The school will maintain a signed consent form from the parent agreeing to this provision. It is for your child's safety that you keep the preschool up-to-date on phone numbers, emergency numbers, baby-sitter numbers and addresses, and any other pertinent information.

Health

We can accept only well children. If symptoms of an illness are observed, or should the child become ill during the day, a parent or other authorized person will be contacted. Symptoms that

are a cause for keeping a child home are: a cold, coughing, flushed skin, earache, red eyes, headache, sneezing, chills, skin eruptions, sore throat, fever, vomiting or diarrhea.

Illness:

If a child shows signs of illness at school, the parents or specified caretakers will be contacted to pick the child up. Any ill student must be free of symptoms for 24 hours before returning to school. For example, a student running a fever (anything above 99.7) should not attend school until they have been fever free without the use of Tylenol, Advil, etc. for 24 hours.

Fire & Tornado Drills

We conduct fire and tornado drills as required by the State of Nebraska.

Immunizations / Birth Certificate

A copy of your child's up-to-date immunizations and a copy of your child's birth certificate must be on file with the school. This is in accordance with the state law of Nebraska.

Medicines

In the event that your child must be given medication during a class session, medicines should be brought to the office with the appropriate written instructions at the beginning of the class.

The dispensing of all medications shall be carried out in accordance with the Medication Aide Act of the State of Nebraska. The secretary will generally be the person trained to administer any medications and shall maintain records in accordance with LB1354, the Medication Aide Act.

As general school policy, no medication, including aspirin or Tylenol will be dispensed by school personnel without the permission of the parents. Parents are asked to notify the teachers of any changes in their child's medications. Students should not keep any medication in their book bag. Aspirin or Tylenol should be given to the school office by the parents of students who may require occasional use of such medications.

Newsletter

A weekly issue of the school newsletter (Bulldog Bulletin) will be e-mailed if possible, otherwise it will come home with your child. The newsletter will update you on school news. In addition, the teacher will inform you of preschool news through notes and calendars.

Orientation

Most children need help in adjusting to the new situation of preschool. Parents may help by talking about the school and explaining the activities and the daily timetable. Parents should expect the child to take some time to adjust and should realize that it is not unusual for a child to cry when his or her parent first leaves

and then stops once the parent is gone. Parents should accept the fact that the child wants both school and home. A quick good-bye at the door usually helps the child adjust more quickly.

Parent Consultation/Visits

A scheduled conference time will be set for those students moving on to Kindergarten during Spring Parent Teacher Conferences. We, however, strive to maintain an open line of communication between home and school. This allows us to serve children better. We encourage you to contact the teacher if you wish to discuss any matter concerning your preschool child.

Parent Teacher League (PTL)

All St. Paul's school parents are considered members of PTL, and Preschool parents are invited and welcome to attend PTL meetings and activities along with parents of students in grades K-8. On a few occasions you will be asked to donate refreshments or volunteer to work at some PTL functions. Your involvement in our school family is both an opportunity and a blessing to all families and students. Thank you!

Religious Instruction

St. Paul's Lutheran Preschool is a Lutheran Christian school. All children will be taught the Christian faith as taken from the Bible

and explained in the Book of Concord (1580). The Christian faith and its Biblical world view will be taught and integrated into all subjects. We like to say that Jesus is a part of every class we teach.

School Attire

Your child should wear comfortable clothing that he or she can manage by themselves in the restroom. We do play on the school playground which is covered with gravel. Please keep your child's comfort and safety in mind when you pick out those school shoes. Sandals are cute but not very protective. "Flip flop" style shoes are especially dangerous and provide little support or protection for our busy little feet. **For the health and safety of all children, "flip-flops" of any style will not be allowed. You should send one other**

set of clothing (each item labeled with the child's name) in a one gallon ziplock bag at the beginning of the school year for emergencies.

If wearing snow boots, please send a pair of shoes for indoor wear. In cold weather, please be sure that your child has appropriate clothing for outdoor play.

Snack

We will serve milk with a snack each morning and afternoon. Each day a different family will furnish snacks. Each month a calendar will be given out with the snack schedule. (Suggested items might be fruit, cereal, crackers, muffins, Granola bars, etc.) A snack bag will be routed from home to home during the year. This serves as a reminder and as a carrier for the snack to be shared by the child. Refrigeration is available for snacks shared.

Please let your child's teacher know if your child has any food allergies since there may be occasions where a special snack is planned.

School Calendar

The Morning Session is from 8:15 am to 11:15 am on Mondays, Tuesdays, Wednesdays, and Thursdays. The Afternoon Session is

from 12:15 pm to 3:15 pm on Mondays, Tuesdays, Wednesdays, and Thursdays. The school year is from mid-August to mid-May.

School Closings- Early Dismissals

St. Paul's Preschool & School will automatically close if the Arlington Public School closes due to inclement weather. In partnership with Arlington Public Schools, the AlertNow Notification System will notify you by phone, email or text of school delays, early dismissals or cancellations due to inclement weather. Every effort will be made to also make the announcement on local television stations. ***In the event of a late start, there will be no morning preschool session. In the event of an early dismissal, there will be no afternoon preschool session.***

Transportation

Parents may wish to form carpools. State law requires the use of proper child restraints and seat belts for all passengers. Children in a carpool should be encouraged to use quiet voices in the car so as not to distract the driver. We will be teaching safety rules, whether riding the shuttle, carpooling, or being dropped off by a parent.

Shuttle bus service is available from Arlington to St. Paul's School in the morning and to Arlington Public School in the afternoon. We have a lease agreement with Arlington Public Schools for the shuttle service; the fee for preschoolers is \$139.00 for the year or \$34.75 per quarter for children that live inside the Arlington School District. Families that live outside the district may ride the bus if their child is transported to an approved pick-up point along the bus route for an additional non-resident fee for \$25 per semester or \$50 per year. ***Preschool students should be dropped off on the West side of the main school at their classroom. Drop off on the West side of the building is not supervised, please see your child(ren) to the classroom door to ensure their safety. Please Enter through the East entrance from County Road 9 and Exit through the North entrance onto the gravel road, County Road 26.***

Tuition

Tuition is due the first Monday of the month or as arranged through the school office. Tuition has been set at \$150.00 per month or \$1,350.00 per year. A deposit of \$150 holds the student's spot in the class and is the last month's tuition. The weeks in May are added to the weeks in August, resulting in a total of 9 payments for the school year, with no payment due in May. This payment may be handed to the teacher in the classroom or paid at the school office.

Visitation

You are welcome to visit our preschool anytime. It is best to wait until your child has some time to adjust. While we do not require a formal appointment, we do appreciate a call prior to a visit just to check on any special activities that may be occurring (e.g., field trips, speakers, holiday parties, or changes in schedule).

All visitors must check in at the school office before proceeding to the classroom.

What to bring and what not to bring

Preschool supplies are purchased by the preschool. However, the parents should provide a book bag for papers and projects. We suggest a book bag with an easy open style. Please avoid buckles and briefcase type book bags. Have the child's bag clearly labeled.

Nature objects (bird's nest, unusual rocks, etc.) are always welcome. Objects from recent travels, or family experiences may be shared with the group. Please watch for notes sent home, as they will inform you of items to bring which are related to our current unit.

We ask that toys from home not be brought to school. Explain to your child that there are toys and activities at school. Most toys from home are not designed to take the wear and tear of so many children. It is also difficult to share personal toys with a large group and hurt feelings may result. If your child has a strong emotional attachment to a certain object, please discuss this with the teacher ahead of time.

Chewing gum and candy are not allowed at school because they may cause damage to materials and furniture.

Volunteers

St. Paul's Lutheran School and Preschool are proud of, and thankful for, our many volunteers. Volunteers may help teachers, read with children, serve as librarians, drive for field trips, or a host of other activities. In order to help assure the safety of our children, background checks will be run on volunteers who have direct access to our children. In order to run these checks, we will need various information, including a photocopy of the volunteer's driver's license. This information will be kept strictly confidential. There is a fee for this background check. You can be reimbursed for this fee if it creates a financial burden for your family.

Thank you for entrusting your child into our care. We will make every effort to make this a learning and loving experience for your child and for your family. Please include our school and staff in your prayers.

Disclaimer:

This handbook is designed to explain the policies and procedures under which St. Paul's Lutheran School operates. However, it was developed and approved by human beings who are inherently imperfect. Therefore, this handbook does not contractually bind St. Paul's Lutheran School in any way. Additionally, this handbook is subject to change without notice by the Board of Christian Education of St. Paul's Lutheran School.