



St. Peter's Lutheran School

Where learning is fun and the fun never ends!

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Mission Statement

To provide the family with a Christ-centered, biblically-directed education that instills the vision and practice of character, co-curricular activities, and service to others. To strive on a daily basis to enrich little lives in the area of intellectual, moral, and physical capacities, which will enable them to confront and thrive in our complicated world.

“Train up a child in the way he should go; even when he is old he will not depart from it. (Proverbs 22:6 ESV)

Ministry of St. Peter's Lutheran Church

St. Peter's Lutheran School is an outreach ministry of St. Peter's Lutheran Church. The St. Peter's Lutheran School programs include two's, three's, and four's. We have three programs: Early Care, Lunch Buddies and After Care programs that help to extend the day for children.

St. Peter's Lutheran School is under DSS regulations and has undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with Early Childhood criteria of high quality, and we have been found to be in substantial compliance with the criteria.

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

At St. Peter's Lutheran Preschool, you will see:

- frequent, positive, warm interactions among children and adults
- planned learning activities appropriate to children's age and development, such as block building, painting, reading, dress-up, and active outdoor play.
- fully staffed to have adults to respond to individual children
- many varied age-appropriate materials
- a healthy and safe environment for children
- regular communication with parents, who are welcome visitors at all times
- qualified teachers and administration
- on-going systematic evaluation

St. Peter's Lutheran School admits students of any race, ethnic, and religious background to all rights, privileges, programs, and activities available to students at the preschool.

School Administration

Your school is operated under the guidelines of St. Peter's Lutheran Church. Through the Church Council and School Advisory Board, a specific set of policies govern the school and staff members. Should you have any questions, suggestions, and/or concerns relating to any aspect of your child's education, please feel free to contact the School Director. If for any reason the Director cannot solve the issue presented, she/he will contact the School Advisory Board for assistance. These individuals are charged with the responsibility of assisting the director of the school and are concerned with the best interest of your child.

School Advisory Board Members are:

Reta Schaap Max Jones Margaret McGill Kathy Hoelzel Buddy Gore Alexis Waters

Also on the Advisory Board, but holding no voting positions are: Ginny Deeter, Director of St. Peter's Lutheran Preschool; Pastor of St. Peter's Lutheran Church; Teacher Liaison and, Church Liaison.

St. Peter's Lutheran Preschool Program

Purpose/Goals:

The purpose is to give children their first exposure to education and social development within a Christian environment. We are committed to helping young children grow and develop socially, emotionally, intellectually, and spiritually in a developmentally appropriate environment. All this is done by providing a warm, nurturing, safe, and positive atmosphere where learning is fun and exciting. Curriculum is designed around the children's needs.

Objective:

The intent of the program is to encourage and to support the development of the individual child providing an ever-changing variety of appropriate materials and equipment which facilitates opportunities for discovery and exploration at child's own development pace. Emphasis is given to the following areas:

Emotional Objectives:

To help each child to:

- feel at ease about being away from home by developing self-confidence and independence
- develop positive attitudes
- express emotions in an acceptable way

Physical Objectives:

To help each child to:

- develop large and small muscles
- establish good health habits
- know and follow simple rules of safety

Social Objectives:

To help each child to:

- play well with others and take turns
- share with others
- properly care for materials
- participate in group activities
- complete activities
- clean up neatly
- be a good helper
- rest quietly

Spiritual Objectives:

- to help children realize their importance in God's world
- to develop an appreciation for the presence of God
- to express appreciation of the world God has created

Curriculum

Four Year Olds:

The following information is the SC Department of Education Curriculum Standards for Child Development Programs for 4 year olds. All of the following objectives are included in our programs serving 4 year olds, as well as including, physical, social, emotional, and spiritual development. This information is provided to you to help you understand what your child is expected to know before they enter Kindergarten, so that you can reinforce and support what your child is learning from an academic standpoint. If you have any questions, please feel free to ask your child's teacher for clarification.

Reading/Literature

The student will understand how print is organized and read.

- Hold print material in the correct position.
- Identify the front cover, back cover, and title page of a book.
- Follow words from left to right and top to bottom on a printed page. The student will demonstrate an understanding that print makes sense.
- Explain that printed material provides information
- Identify common signs and logos
- Read and explain own writing and drawings

The student will develop an understanding of basic phonetic principles.

- Understand that letters represent sounds
- Distinguish letters from words and sentences. The student will demonstrate comprehension of stories.
- Use pictures to make predictions about story content.
- Retell familiar stories
- Identify what an author does and what an illustrator does
- Note important details from a story

The student will recognize upper and lower case letters.

The student will demonstrate growth in the area of language.

- Listen to a variety of literary forms including stories and poems
- Follow one and two step directions
- Identify beginning sounds
- Increase of oral language...including participating in choral speaking and recite short poems, rhymes, songs and stories with repeated patterns.
- Use speaking vocabulary through numbers, descriptive words, and ask about words not understood.

Writing

- print their own name
- draw pictures and use letters and phonetically spelled words to write about experiences, stories, people, objects, or events.
- Begin to ask why and how questions.

Math

Number senses, properties, and operations

- Quantities can be represented and counted
- Numbers up to 20 are recognized and able to be written
- Begin skip counting
- Begin basic addition and subtraction skills through the use of manipulatives

Shape dimension and geometric relationship

- Shapes can be observed and recognized
- Measurement can be used to compare objects Understand the comparison of information in graphs

Preschool - (standard course of study put forth by the state of SC)

St. Peter's Lutheran Preschool's Creative Curriculum approach to learning is the basis for our program. The Preschool program recognizes that a child is always learning and developing. This curriculum incorporates language development, fine and gross motor development, pre-writing, pre-reading, and pre-math development, as well as a variety of enrichment activities. Each day brings opportunities to play, to investigate, and to express ideas through...

- **Group Living:** planning, working, and playing in an organized experience so that desirable habits and attitudes, independence, and responsibility are established.
- **Creative Activities:** Self-expression through the use of paints, clay, crayons, and other mediums.
- **Language:** Enjoying stories, verse, conversation, and dramatization. Also, building skills and understanding for reading and writing.
- **Music:** Responding rhythmically to song, singing, and listening to music.
- **Health and Safety Education:** Learning good health habits, acquiring an intelligent understanding of safety rules.
- **Eating together:** Learning desirable table manners, good food habits, the tasting of new foods and the give and take of conversation.

St. Peter's Lutheran School 2018-2019 Fee Schedules

Preschool Tuition (9am-noon)	\$320.00/month – 5 days \$220.00/month – 3 days (2's only) \$185.00/month – 2 days (2's only)
Early Care (7:30am-8:50am)	\$6.00/daily
Lunch Buddies (Noon-2pm)	\$10.00/daily
Aftercare (2pm-5:30pm)	\$12.00/daily
Registration & Materials Fee	\$200.00/yearly or \$175 for 2 or 3 days

- Tuition for St. Peter's Lutheran Preschool is divided equally for the term of nine months. Payments are due monthly beginning in August and ending with the May payment. (not charge for December) If your tuition is more than 15 days late the director has the right to ask that your child/children not return to school until the account is paid in full.

- Tuition is due the first of the month and no later than the 5th of the month. There will be a \$20 late fee if tuition is paid after the 5th. There will be no exceptions to this policy.
- Families with more than one child attending St. Peter's Lutheran Preschool will receive a monthly discount on their tuition of \$10.00 per month.

Child Care fees, such as Early Care, Lunch Buddies and Aftercare will be billed monthly, and the fees are due upon receipt.

School Hours

Our school hours are from 9:00 am until 12pm for Preschool hours. Drop off time for the regular school day should be no earlier than 8:50 am. At the end of the school day, teachers will escort students to their individual hooks at 11:50 am for dismissal at noon.

Early Care is available for those parents needing child care services. We open at 7:30 am and the charge is \$6.00 per day, per child staying anytime between 7:30 am and 8:50 am. Parents please escort your child/ children into the building and make sure the attending staff member is aware that your child has arrived during the Early Care Time.

Aftercare services are available on a daily basis during school operation or you can take advantage of our lunch buddies program, also available on a daily basis. Lunch buddies must be picked up by 2:05 pm in order to be charged the lunch buddies rate. Aftercare is available daily until 5:30 pm.

Lunch Buddies and Aftercare

If your child is staying for either of these programs, please remember the following:

- Send in a lunch with water, juice, or milk. No soft drinks are permitted and we ask no candy be sent for lunch. Lunches should include a straw, napkin, and disposable utensils (if needed). Twos and threes ARE NOT allowed to have carrots (unless sliced lengthwise), popcorn, hotdogs (unless cut lengthwise twice), grapes (unless cut in quarters), and mini-marshmallows.
- Staff who work Lunch Buddies or Aftercare, will heat up left-overs, soups, etc. in the microwave. Heat ups must be in microwaveable containers. Please do not send heat-ups that require multiple steps to prepare (ex. Macaroni & Cheese). Remember, we are responsible for preparing many lunches.
- Lunch Buddies and Aftercare participants will eat lunch and then proceed outside to play (weather permitting). Aftercare students will have rest time around 2:00 pm.

School Entrance Requirements

St. Peter's Lutheran Preschool offers separate classrooms for younger and older 2 year olds, younger and older 3 year olds, and 4 year olds. Placement in these individual classes will depend primarily on the age of the child. Children should have their corresponding birthday by September 1st of the respective school term in order to be enrolled in their age appropriate class. The division of older 2's or

3's is based on their date of birth: 9/1-1/31 and the younger 2's and 3's is based on their date of birth: 2/1-8/31.

Independent Bathroom Skills

Students at 3 and older need to have independent bathroom skills. This not only includes toilet training, but also encompasses the child's ability to replace his/her clothing (within reason, of course) after using the bathroom facilities. Please, do not send your child to school in clothing that is difficult to remove. Appropriate dress is required for "potty success" for young children. Please stress independence with these skills in the home environment as well. Our teachers realize that accidents do happen with children and that children may need assistance at times. We will help your child in every way possible to make them feel successful at "potty time". Thank you for understanding this policy.

If your child is staying for Aftercare at St. Peter's Lutheran School, they may wear pull-ups during nap time if needed.

We realize that some children still need assistance after using the bathroom. Please know that our teachers understand this and will assist any child that needs help.

Immunizations

All students are required to have a DHEC State Immunization form on file with the school. Your child's immunizations MUST be recorded on an appropriate DHEC 2740 form, which may be obtained from your family physician. This information is forwarded to the state on an annual basis and is required by law. Failure to present this form will result in your child being removed from enrollment. Four year olds will need shots and an updated form will need to be provided to St. Peter's Lutheran Preschool. You may also choose an exemption for religious or other reasons, but the necessary DHEC form must be completed for that as well.

It is also necessary that a copy of your child's birth certificate be in our school files.

Late Fees

There are four (4) ten-minute grace periods for late pick-ups for the ENTIRE school year. Our clocks at school are set in accordance with the Weather Channel, and it is necessary that we go by our hall clock to record late pick-ups. These times are recorded by the teachers. We do not greet parents by informing them of their tardiness. You will be billed once you are over the allowed 4 late pickups.

Our regular school day ends at 12 noon, with the children being taken to their individual hooks in the hallway at 11:50 am. Please be sure that your child is picked up from school on a timely basis. A \$5 fee will be charged for each late pick-up you will be charged LB fees if your child is not picked up by 12:15 pm. Parents are considered late for pick-up at the following times:

- 12:10 pm pickup for regular school
- 2:05 pickup from Lunch Buddies. If you cannot make the 2:05 deadline and are not there at 2:10 your child will become Aftercare and the full Aftercare fee will be charged.

- 5:30 pickup from Aftercare. You receive 2 late pickups for up to 10 mins. After that time, you will be charged \$1 a minute.

Discipline

Fortunately, with children at this age, discipline is not usually a serious problem. However, all children like to test the boundaries at times. Our first form of discipline is to redirect. When necessary, a firm voice of instruction, along with some time “away from peers” to think, is our method of discipline. The child is told he/she may return to class activities when he/she thinks himself/herself is ready to participate to work together with their friends. Another form of discipline is to remove the child from engaging in activities with his/her friends. Anything that requires more discipline than this policy is referred to the parent/parents. Should inappropriate behavior continue to be a problem, the child’s parents and his/her teacher, along with the director, will conference to insure continuity in addressing the issue. In the event that the discipline problem continues to the point that the safety or quality of instruction of the other children are at risk, it may be necessary to remove the disruptive child from St. Peter’s Lutheran Preschool program. Please sign the discipline contract on the Parent Authorization form. This will be kept in your child’s folder at school.

Discipline Contract

At St. Peter’s Lutheran Preschool, we believe in a positive approach to managing the behavior of all children. We strive to find a solution to the current situation, and we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. To accomplish these goals, we use the following techniques daily.

Prevention:

A well-designed and well-equipped classroom tailored to the developmental level of the children prevents frustration, interruption, and hazards. It offers privacy, independence, and easy adult supervision. In addition, the daily routine provides enough time for play, a sense of security, little waiting, and fewer transitions.

Positive Redirection:

The basic procedure used in all classrooms is positive redirection, which is redirecting unacceptable behavior to an acceptable alternative. This may be enhanced by verbal praise and other reward systems. We praise children for their appropriate behavior and successes by describing what we see and how we feel.

Modeling:

Teacher-modeled appropriate behavior and communication, as well as positive peer models, are provided to help children learn responsibility for their actions.

Problem Solving:

We appeal to the preschooler’s growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving. Teachers help children identify their needs, feelings, causes, alternative, and choices. We also provide cues.

When behavior problems arise, we will look at our routines, the environment, and individual needs of the child, to help the child overcome the behavior. It is important for all adults to be aware of the language, the tone of

voice, and the manner of speech they use when working with young children. Providing each child choices, foreseeing problems and responding to their needs immediately enables us to help the child positively without having to use discipline.

In the process of setting and enforcing limits, our teachers assist the children in developing self-control and respect for the rights and property of others. Children need to learn the rules of getting along in a group, and adults need to balance the need for individual rights and self-expression with the needs of the group. Rules and limits in a preschool setting are likely to differ from those in a child's home because of the need to protect the rights and safety of other children.

Teachers need to help children, by word and example, to realize that the following actions are not desirable behavior:

- Hitting or harming other children or adults
- Teasing or name calling
- Leaving the group without accompaniment by a teacher or parent. Children are not expected to immediately understand or immediately comply with all of the rules. Rather, they are reminded or redirected.

It is our goal to help children become happy, responsible, cooperative participants in this program through positive, non-threatening teaching techniques.

When conflicts develop over property and the rights of other people, it is our goal to give each child effective communication techniques to solve the conflict.

Teachers will...

- Ignore poor behavior that is attention seeking.
- Talk over problems to resolve conflict. Be at the child's level and establish eye contact, speak softly, directly, and clearly. Tell the child what they see, how they feel about it, what is expected of the child, and sometimes, what the consequences of further conflict will be.
- When conflict continues, the child will be removed from the activity as waned previously. This may be for a ten-minute period or for the rest of the day depending on the situation.
- If conflict persists, teachers will consult director, who will decide a course of action.

Children have the right to be supervised at all times: teachers will...

- Always know the number of children under their supervision
- Always have appropriate staff/child ratio
- Recruit another staff member to supervise when needing to leave an area.

Children need to respect the rights of other children

- Children need to care for equipment and return materials to appropriate place. It is OUR responsibility to make sure they know the proper place.
- Children need to not disturb others during story time, directions, etc.
- Children have the right to be given clear expectations for their use of an area.
- Children have a right to be safe from physical harm or injury by other children. Any child who repeatedly causes harm to another child will be removed from the activity, group, and perhaps the program.

- Children need to respect the property of the program; the building; the playground; and any other area they may visit.

Children have the right to interact with staff throughout the day

- Teachers will position themselves so they can continually be listening and talking with children.
- With children, teachers need to be on the floor or at eye level position when communicating with a child.
- Teachers will give clear information to children regarding the expectations for behavior.
- Conflict will be resolved first through discussion and later through removal from the activity if necessary.
- When talking with a child, the teacher should be within five feet of him/her and establish eye contact.

NEVER does any staff member have the right to harm any child (physically, verbally, or mentally). Immediate employment dismissal with St. Peter's Lutheran Preschool will occur should this EVER happen and proper authorities would be notified immediately. Corporal punishment is NEVER used.

Continuing Education

Each staff member will attain 15 hours per year of continuing education for Early Childhood leadership. The director(s) will attain 20 hours per year of continuing education in the field of Early Childhood Education. At least 5 hours will be in Effective Administration classes.

Health and Safety Information

Biting

Biting is an aggressive act and infections are easily transmitted through this type of wound. For these reasons, biting is considered a serious offense and the following actions will be taken should this offense occur:

- Talking with the student concerning the serious nature of this offense and contacting the parents. Suggestions will be offered to the parents.
- Again, discuss the serious nature of biting with the child, remove him/her from the immediate area, and contact the parents for a conference.
- We will assist parents with addressing this issue and if necessary, will call in a specialist to assist. This policy is enforced to protect our students and staff.

Medical Records

You should have completely filled out a Student Medical Emergency form along with registration papers. Should any information on this form change during the school year, please contact your child's teacher and the director. It is vital for your child's safety that any allergies be listed on your child's medical information form: a parent also needs to verbally talk with your child's teachers and give them a personal note regarding any allergies your child may have.

Should a prescription medication need to be administered during the school hours, we MUST have a written, signed, and dated request from the parents. The prescription drug must be in the original container. It must be clearly labeled with the child's name and dosage schedule and written directions for administering the medication. The time and dosage of all medication administered will be recorded by the Director or teacher and a copy provided to the parents. All medicines will be kept in a locked box. Ask Director for this form.

Minor Accidents and Injuries

Scrapes and bumps are part of a young child's life. Our staff have been trained in First Aid, and in the event of an injury, your child will be treated promptly by the teacher and/or director. Plenty of soap, water, Band-Aids and antiseptics are available (ALONG WITH TLC). Parents will always be informed of any such incident immediately (if necessary) or when the child is picked up. An injury report will be filled out and will be given to the parents for their information.

Illness

SICK children need to be at home. It is important for your child to be close to you when he/she is not feeling well. It is also important, to the other children at school, that contagious bacterial or viral infections are not spread to them. If your child has a contagious condition, please keep him/her home. Should your child become ill after arriving at school, we will call you immediately. If your child has a fever, they must be fever free for 24 hours before returning to school.

Should your child become sick while at school, and you cannot be reached, individuals listed on your medical information form will be notified to pick-up your child from school. We DO NOT provide care for ill children.

Lice

Lice is easily contracted and easily spread. Should you suspect that your child has lice or has come into contact with a person with lice, please contact the school as soon as possible. Notices will be sent home to parents in that student's classroom. Your child must be "nit free" before returning to school. The school director and staff reserve the right to check the student's hair before re-admission. The school director may also ask that a doctor's permission form be presented before a child may return to the classroom.

First Aid and CPR

All staff members of St. Peter's Lutheran Preschool are CPR and First Aid certified. All teachers and the director have passed necessary testing and are certified by the American Red Cross and the American Heart Association. The staff members also have completed yearly courses in Blood-borne Pathogens Exposure Control.

Security

THE SCHOOL DOOR WILL BE LOCKED AT 9:10 AM. At this time, you will have to use the director's office entrance if your child arrives late for school. This is for the safety of our children and staff. Your understanding is appreciated.

For security purposes, your child will not be allowed to leave with anyone except parents, unless designated in advance. In case of emergency plans, please notify the St. Peter's Lutheran Preschool office immediately by phone so the teachers may be informed. Otherwise, if you know in advance that someone else will be picking up your child for St. Peter's Lutheran Preschool, we ask that you send in a signed, dated note. Designated pickup person must sign child out and we must have a picture ID which will be copied and kept in our secure file box.

We keep the school entrance locked. If you come into the school, please proceed to your child's classroom or to the school office. PLEASE, under NO circumstances, should you take your child without personally talking

with your child's teacher or direct caregiver. Anytime that a child leaves St. Peter's Lutheran School you, or the person picking up your child, will be asked to sign-out your child.

Fire Safety

Fire drills are held on a monthly basis during school hours. It is our responsibility to teach fire safety rules to our students, and our hope is that all families will devise a Fire Safety plan for their homes. The Midway Fire Department graciously visits our school each year to reinforce our first safety rules and to explain their role as community helpers. Our school is inspected semi-annually by the state Fire Marshall in order to obtain our state registration status and to insure that all fire regulations are being observed.

Emergency Medical Plan

- Two teachers will always be on premise.
- Teachers will have a phone with them at all times
- If an emergency occurs, one teacher will call 911 while the second teacher stays with the child. That teacher under no circumstances will leave the child.
- All staff will be up to date on CPR/First Aid. Staff will proceed in these areas as required/needed until 911 units arrive.
- Parents of child or an emergency contact will be called as soon as possible.
- Director will be called as soon as possible.
- Prayers will begin immediately.

Natural Disaster/Hurricane Policy

Hurricane Policy: In the event of a storm/hurricane, please listen to the radio/tv concerning school information and/or closings. We will follow the Georgetown County School System. We will try to reach parents via phone. If the public schools are closing early, WE WILL CLOSE immediately. Please pick up your child as soon as possible.

Please call the school phone (843) 237-2792 with any questions.

Fire: If a fire alarm sounds students will walk to the nearest outside door and continue outside to designated areas. Teachers will follow students, close the classroom door and count students (which have already been counted and accounted for upon arrival into the classroom). The assistant teachers will check bathrooms. The director will check with teachers and notify the Fire Department. Fire Drills are held monthly.

Tornado: St. Peter's Lutheran Preschool has a NOAA Weather radio. In the event of severe thunderstorms, we will have the radio activated. If notified of a tornado, staff and students will go to the classroom's designated area in a quiet and orderly manner. All students will be seated on the floor with their arms over their head. Teachers will count children. Tornado drills will be held at least twice each school year.

Foreign Attack: St. Peter's Lutheran School will follow the Tornado Drill.

In ANY circumstances, parents will be contacted as soon as possible.

Safe Driving Saves Lives

Under no circumstances may the person picking up or dropping off a child be under the influence of alcohol or drugs defined by SC code 56-5-2930

In the event a school official merely suspects the person picking up or dropping off a child is under the influence of alcohol or drugs defined by SC law, St. Peter's Lutheran School personnel will immediately report such contact to the police department, Department of Social Services, and both parents of the child (as applicable). Placing a child in an automobile with someone who is under the influence of alcohol or drugs may pose a threat of harm to the child and St. Peter's Lutheran Preschool personnel have a legal obligation to report such conduct. St. Peter's Lutheran Preschool utmost concern is the safety of all children, and we will take all measures necessary to ensure no student is placed in an automobile with someone we believe to be intoxicated.

School Cancellation

Our school calendar is available online. St. Peter's Lutheran School will operate during the days listed on the calendar. In the event of severe weather, we will follow the direction of the Georgetown County Public School System in most cases. When public schools are closed due to inclement weather, we are also closed. When public schools use their Inclement Weather Make-Up days, we will seek to follow their make-up days as well. Also, please be aware that when the Georgetown County School System is on a delayed opening we will try to open at 9am, with no Early Care that day. You will be informed by Brightwheel from your child's teacher and/or email from the school should we have any delays or closings.

In the case of bad weather, such as tornadoes and thunderstorms springing up without notice, please use your sound judgment concerning retrieving your children from St. Peter's Lutheran Preschool. Know that we will do everything within our power to protect your children to make them feel safe and secure.

Communication

Teachers will send newsletters home each week. Please take time to read these papers and to make appropriate notations of important dates and events on your home calendar. This is our main source of communication between staff and parents. Children become sad when they realize that something from home has been overlooked which they need for a particular lesson or event.

The director will send home a monthly newsletter. The first two weeks of school, you may receive many papers, but be assured that it will subside soon afterwards. We appreciate your attention and understanding as we "gear up" at the beginning of each year.

Back Packs

All of the information that our teachers send home to you will be placed inside a plastic communication folder inside your child's backpack. Each backpack must be able to hold a 9x12 folder inside and be able to be zipped. This folder should be checked daily for notes, newsletters, etc. You may also send to us notes of communication as well. Please give careful guidance in the selection of items your child may wish to bring to school. Toys from home are not allowed to be brought to school regularly. There may be times for show and

tell, this depends on your child's class. Toy guns, swords, play knives are never allowed. Books, CDs, nature items, or materials relating to units of study are appreciated.

Little ones may need their "lovies". Please know that teachers are sensitive to these needs and "lovies" are welcome.

Preschool Activities

Field Trips

Field Trips are valid learning experiences for young children. Trips are taken at various times during the year. All trips are carefully planned and adequately supervised. Parents will be notified in advance of any field trips that require leaving the property by way of newsletters, email and permission forms. Each parent must sign a permission form prior to going on any field trip. Children are required to wear school t-shirts on trips, which can be purchased through the school.

Parents providing transportation for any child/children other than their own must adhere to the following procedures:

- Provide valid car registration, driver's license, and insurance verification.
- A second person (teacher or assistant teacher) must be in the car with them to attend to any child's needs so the driver is not disturbed.
- Appropriate safety restraints (car or booster seats) are required for all children.
- All cars must stay in a caravan with the other St. Peter's Lutheran Preschool associated vehicles.
- The driver of the car will never use a cell phone while driving a moving car.
- A roster of each driver, each rider, and every child in that car must be written and adhered to for safety reasons.
- All parent drivers must sign a liability form.
- All drivers will be given written directions to and from destination.
- Once destination is reached, drivers must let rider and children out of the car at door or sidewalk. No children may walk through parking lot. This applies to returning to school also.
- A first aid kit and emergency phone #s for all children on the trip must be taken to and from destination.

Conferences

Our goal is to have open communication between parents and teachers at all times. However, there may be times when with the parent or the teacher would like to sit down and discuss something specific during a quiet time when they won't feel rushed. Parent-teacher conferences are encouraged and welcomed by appointment. These may be scheduled whenever needed or desired throughout the year.

Child Assessment

St. Peter's Lutheran School evaluates the progress of each child. That progress is reported to parents in a variety of ways. These include anecdotal notes, personal observations, and work samplings that are shared with parents on a regular basis. Appropriate age level checklists are done for all children, and copies are available for your information by asking your child's teacher. These checklists are simply meant to be a helpful guide in documenting your child's progress. PLEASE UNDERSTAND that these are NOT report cards to be used as a pass/fail indicator, as it is normal for each child to progress at an individual rate at this age. The assessments are simply a tool to help you understand where your child is in his/her journey through early childhood.

Safeguarding Records

Each child's information is kept in a locked file cabinet. The director has access to the key. If they are not on premise the file cannot be opened. Emergency phone numbers/names and anything pertinent to the safety of the child is located in a file in that child's classroom. Any documents that need to be destroyed are run through a shredder.

Special Areas

One of the treasures of St. Peter's Lutheran Preschool is to provide the children with opportunities to learn the "Arts". Our 2's, 3's and 4's will experience and participate in:

- Science – a 30 minute fun and exploring class. This program opens up the wonderful world God has made for each child to explore and discover. This is for our 3's and 4's only.
- Spanish – a 30 minute learning experience with "Paco", the Spanish speaking parrot. Learning a second language in the first 6 years of a child's life is easy and fun since the brain is developing and growing.
- Music – a 30 minute class that will be fun and enjoyable. The themes and units of each class will be reinforced in music as your children gains a love and appreciation of the world of music. Music is a universal language and it has a very important place in the learning process of young children.
- Movement – a 30 minute class that will be all about moving the body God made.

Chapel

Our school is committed to teaching the Christian values of love, friendship, and sharing. St. Peter's Pastor leads our chapel program and Chapel is always kept on a level children can understand. Bible songs are included in our program, as well as Bible stories. All emphasis is on Christian principles of God's love for all and caring for others. As with any of our activities, parents are invited to attend. Each class will begin their day with prayer, praise and thanksgiving to God.

Cooking Projects

Cooking is an entertaining way to reinforce skills in math, science, and reading. While students measure ingredients and follow recipe instructions, they learn and have fun. Each of our 3 and 4 year old classes will participate in weekly cooking projects. Parents will be asked to contribute items for these special projects. The success of this on-going project depends on your support.

Class Snacks

The school will provide snacks each day for the children. The first snack will take place in the morning and the second snack will take place in the afternoon during After Care.

Many times the teacher may request you bring in a special snack for the class when they are the Student of the Week. Please ask about allergies.

Pictures

Amanda Gallup is our resident photographer. Amanda is a loyal supporter of our school and the owner of Amanda Gallup Photography. Please visit her site at www.amandagallupphotography.com. School photo sessions are scheduled and can be found on your school calendar. We will have a fall and spring photography session. These may be purchased from Amanda Gallup Photography. We are very proud of our program at St.

Peter's Lutheran Preschool, and we may invite newspapers or individuals to take pictures during special activities or field trips. Each child will also receive, as our gift to you, a keepsake photo album of your child's "year at school" at the end of the school year. This little album will be compiled by your child's teachers.

Parties

St. Peter's Lutheran Preschool approaches all major holidays with a traditional Christian perspective. In keeping with our school's philosophy of Early Childhood Education, we will make available a wide variety of holiday experiences.

Your child's teacher will ask you to sign up for holiday parties, and they will have direct correspondence with you concerning the party with which you chose to help. Thank you for making these events special for the children.

Birthdays are special and will always be remembered. If you wish to share a special birthday treat with your child's class, we ask that you make these plans with the teachers. Treats should be simple. If your child is having a party away from school and the entire class is being invited, you are welcome to place invitations on the children's hooks in the hallway. Otherwise, your invitations should be mailed to students' homes. Little feelings are easily hurt if they feel they are being left out. THANK YOU for observing this policy. The director, nor the teachers, will place birthday party invitations or thank you notes on hooks. This is the parents' responsibility. Latex Balloons are not allowed at school for safety reasons.

Clothing

Preschool is learning by doing.... on the floor, in the grass, on the playground, and in the class...often with messy materials... so please dress your child appropriately. Clothes should be casual, durable, and washable. We try to use all washable paints, markers, crayons, etc., but alas, there have been occasions where moms have been distressed because certain mediums would not wash out of clothing. Teachers also dress for creative work and play. Closed toe shoes with socks/tights are important for school. Please do not send your child in clogs, open toe shoes, flip flops etc. This is for THEIR safety. Shoes with slick, hard sole shoes are not safe for climbing activities on playground equipment. Please know that we are not doing this to be "difficult", but are trying to protect all children. Also, long dresses are not safe for playground time. Also, please remember to put your child's name on personal belongings.

Arrival and Departures

St. Peter's Lutheran School uses a drive around drop-off and pick-up system. The director will be outside to help children out of the car in the morning. A teacher will be in the hall and will make sure all children get to the proper class.

At go home time (12pm), one of the child's teachers will walk them to the car and have the designated pick-up person sign the child out. If any child is not picked up on time the parent or emergency pick-up person will be called immediately. That child will remain with a teacher until parent or emergency is contacted and the child is picked up. The 3's and 4's classrooms dismiss from the main school entrance by the playground. The 2-year-old classes dismiss from Heinecke Hall Covered Breezeway.

At go home time (2pm), one of the child's Lunch Buddy teachers will walk them to the car and have the designated pick-up person sign the child out. If any child is not picked up on time, the parent or emergency pick-up person will be called immediately. That child will be taken to After Care until the parent or emergency contact is able to pick up the child. After Care fees will apply. Lunch Buddy dismissal takes place by the main school entrance by the playground.

As the children arrive in the class the teacher will mark down children attending on the Tracking Record. Whenever children transition from the room to attend any activity, the teachers will be with them at all times and have a list of all children enrolled in their room, to include any child/children that are absent for the day. Before leaving any special area the teacher will recheck the Tracking Record. Upon arrival back to the classroom another recheck of the Tracking Record will be taken.

When a class leaves the room a small note will be put outside the class door to advise where the class is located.

- Teachers will put their children in the pick-up vehicle.
- Each child must be signed out by parent or responsible adult.
- Child will be released only to parents or person designated as having parents' permission to take the child.
- Person picking up child, other than parent or legal guardian, must have name listed on emergency card as having parental permission to pick up child.
- Picture ID must be on file.
- ID must be checked by staff, if person is unknown and copy ID.
- Parent must send note or speak with staff if someone not listed on Emergency card is to pick-up child. A picture Id must be shown to staff for child to be released and the ID must be copied and filed.
- If a child is to leave with another St. Peter's Lutheran School parent, written permission or verbal consent to staff must be given by each parent, or child cannot be released.
- If there is no note or verbal consent, from parent, the parent must be called. If the parent cannot be reached, the child cannot be released.
- A note must be written by staff for any verbal pick-up changes, and these, along with any notes from parents must be posted on the office and door bulletin boards for staff information.
- Any unusual or suspicious circumstances that may arise must be reported to the Director. The teachers on duty should call 911 if they feel threatened in any way.

Withdrawal

In the event that it becomes necessary for a child to withdraw from the St. Peter's Lutheran Preschool program, please notify the Director immediately. This will enable us to plan a smooth transition for your child and the class. We ask that you put into writing the date of your withdrawal.

As tuition is paid on a monthly basis, no refunds will be issued for partial attendance.

All immunization forms and will remain with the school until the child's last day of attendance. These will be released to the parents at their request.

Volunteers

You, as parents, are our biggest advocates and supporters!! We WANT and NEED your participation at St. Peter's Lutheran Preschool. Please ask your child's teacher what they may need you to help with. We will have a sign-up sheet for parties and other class activities. As other opportunities arise we will make you aware. We like to have Room Moms to help us with many fun opportunities. A PTO Chair is chosen each year to organize the projects that are planned. Thank you in advance for your help. Always know your dedication to our school is a blessing to us and the children.