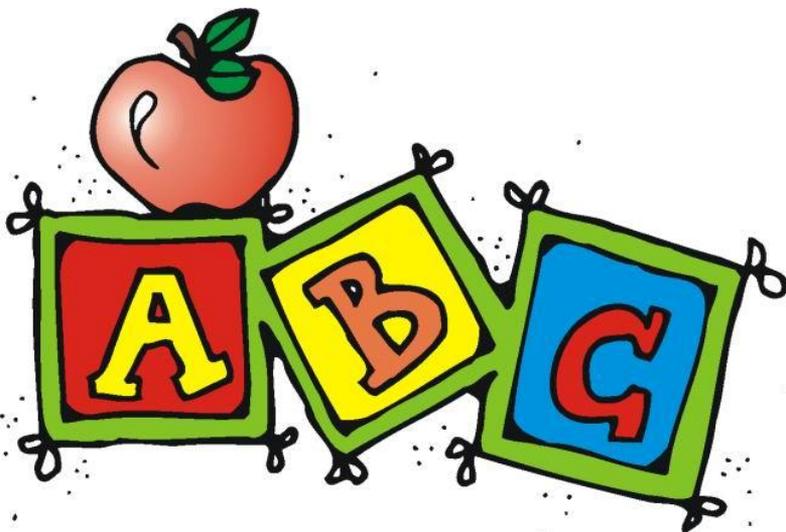


St. Mark Lutheran Church and Preschool

Preschool/Young Five's Handbook

2018-2019



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PURPOSE OF THE PROGRAM

St. Mark Lutheran Church and Preschool offers an Early Childhood program, which will provide a wide variety of learning experiences. These experiences will aid in developing the children's potential and encourage a positive self-concept. In a Christian environment, the children will be free to explore the world. They will receive guidance in participating in activities in which they will be able to experience success.

Learning Experiences as Follows:

1. To provide opportunities for Christian learning of Jesus Christ as Lord and Savior through informal living-learning environment.
2. To help prepare the children for kindergarten.
3. To work cooperatively in a group and develop their ability to get along with their peers.
4. To enjoy crafts, music, story time and games.
5. To help develop whole language experiences.
6. To develop fine and gross motor skills.
7. To provide activities to develop skills such as coloring, painting, cutting, and gluing.



The St. Mark Lutheran Church and Preschool offers a variety of sessions.

- A three-year old program is offered on Tuesday and Thursday mornings beginning at 9:00 am and ending at 11:30 am.
- A four-year old program has a variety of options:

- Children may attend Monday, Wednesday, and Friday in either the morning (9 am – 11:30 am) or afternoon (12:30 pm- 3 pm)
- Children may attend the all-day program on Monday, Wednesday, and Friday from 9:00 am – 3:00 pm. Each child will need to bring in a sack lunch and a quiet time will be provided.
- A Young-Fives Program is offered Monday, Wednesday, and Friday beginning at 9:00 a.m. and ending at 3:00 p.m.
- All programs run September through May.

PHILOSOPHY

The St. Mark Lutheran Church and Preschool operates under the philosophy of “indirect learning experiences” and “direct teaching”. Colors, shapes, letters, and number concepts, etc. are presented. The program provides for the balanced daily plan of activities with emphasis being placed upon the overall development of physical, social and emotional growth in a Christ-centered group.

GOALS

- To provide experiences and activities to help the child have healthy self-concept, which includes accepting himself, his limitations, and talents as God has given him.
- To provide guidance as the child becomes less self-centered and starts taking part in small group and large group activities.
- To provide interests and experiences which broaden the child’s aptitude for future schoolwork.
- To broaden children’s growth experiences social, emotional, physical, cognitive, and spiritual.
- To develop in children an understanding of who they are and how to relate with others through Christian love.



ADHERENCE TO LAWS

The St. Mark Board of Christian Education believes that educational opportunities and programs should be open to boys and girls on an equal basis and that employment opportunity should be available to men and woman equally. This also prescribed by Title IX of the Education amendments of 1972. We, therefore, do not discriminate on the basis of sex in administrating our educational policies, programs, activities, and employment policies.

St. Mark Lutheran Church and Preschool adheres to Licensing Rules of Child Care Center set up by the State of Michigan Department of Human Services.

PRESCHOOL ADMISSION POLICY

St. Mark Lutheran Church and Preschool is licensed to accept children from 2 years 6 months of age up to 5 years of age.

For the three-year old program and the four-year old program, the children must be potty-trained and able to take care of themselves in the bathroom.

ENROLLMENT

The St. Mark Lutheran Church and Preschool admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.



It does not discriminate in administration of its educational policies, admission policies, scholarship or loan programs.

TUITION AND FEES

St. Mark Lutheran Church and Preschool operates as a self-supporting, educational, non-profit agency of St. Mark Lutheran Church. A \$15.00 charge will be attached to the payment of a check returned for non-sufficient funds. After one NSF check is received, further payment must be made in cash or by money order.

Tuition fees for 2018-2019 school year will be:

3-year old (2 days/week): \$990.00 yearly. It can be broken down into monthly payments of \$110.00.

4-year old (3 mornings or afternoon/week): \$1,170.00 yearly. It can be broken down into monthly payments of \$130.00.

4-year old (3 full days (MWF)/week): \$2,025.00 yearly. It can be broken down into monthly payments of \$225.00.

Young-Five's (3 full days (MWF/week): \$2,025.00 yearly. It can be broken down into monthly payments of \$225.00

A \$50.00 non-refundable registration fee is required for the program.

Tuition is due the first school day of the month. There will be a \$10.00 late payment fee for any payment received after the 12th of the month. If payment is not made by the 20th of the month, the child will be asked to withdraw. Tuition will not be prorated.

A Tuition contract also needs to be on file for each child enrolled.

There is a \$5.00 charge for each 10-minute increment that a parent is late picking up their child.

FINANCIAL SUPPORT

St. Mark congregation views its early childhood program as an integral and important element of its ministry.

Under the supervision of its Board of Christian Education, St. Mark congregation obligates itself to support this ministry by:

- Providing and maintaining facilities for the early childhood program including utilities and maintenance service.
- Providing the ministry of its pastor to the children and parents enrolled in the program.
- Urging its members to offer their time, talent, and treasure directly to the support of the early childhood program, although tuition and fees will be the primary source of support.

TENTATIVE DAILY SCHEDULE

8:50-9:10: Arrival/Question of the Day/ Morning Greeting

9:10 – 10:15: Centers and Small Group Time (work on Concepts of the month and Bible Lesson)

10:15- 10:30: Snack Time

10:30- 10:55: Large Muscle Time/ Outside

10:55 -11:05: Drinks/Hang Jackets and make sure room is clean.

11:05 – 11:25: Calendar/ Weather, Jesus Time, Story Time and/or Music Time

11:25-11:30: Good-bye to AM Friends and prepare for lunch for all day friends.

11:30 -12:15: Lunch

12:15 – 1:15: Rest Time for all day preschoolers (Young Fives will work on phonics, reading and sight words) (PM Friends will work on Concept work).

1:15 – 1:30: Snack

1:30– 2:05: Center and Small Group

2:05 – 2:30: Large Muscle/ Outside

2:30 – 2:55: Calendar/Weather, Story Time, Jesus Time and/or Music Time

2:55- 3:00: Prepare to go Home and Dismissal

FOOD SERVICE POLICY



It is the responsibility of the parents to make sure that proper lunch is provided for children staying for lunch. In the event it is not provided the program will make sure the child is properly fed.

HEALTH AND SAFETY

A physical examination, including all required immunizations is required at the opening of school. A record of immunization must be on file the first day of school.

School personnel will not administer medications unless it is under a doctor's prescription and the teacher receives a note from the parent, which gives authorization and instruction.

All contagious childhood diseases such as chicken pox, measles, etc must have a doctor's permission slip before a child can return to school.



In order to insure your child's safety and also your peace of mind, we require that each child be escorted into and out of the building by an adult.

St. Mark Lutheran Church and Preschool will attempt to reach parents in case their child is involved in an accident. Parents are asked to notify the school immediately in case of change of address or telephone number.

If hospitalization is necessary, parents will be asked to arrange for transportation. In case parents cannot be contacted, they give the teacher/director the authority to call a doctor or hospitalize the child at the parents' expense.

Those parents that prefer we call a friend or relative in case of emergency will make advance arrangements with the teacher/director.

ACCIDENT/ILLNESS PROCEDURE:

In an emergency (illness or accident), we will contact the parent as indicated on the child information card.

If the parent cannot be reached, the next person on the card will be contacted. If we cannot reach either parent or the contact person, the child will be placed in an isolated area (illnesses) or taken to a medical facility (emergencies). PLEASE KEEP THE INFORMATION ON THE INFORMATION CARD UP TO DATE.

GUIDELINES FOR EXCLUSION DUE TO ILLNESS

- The child that becomes ill will be isolated and given appropriate care until picked up by a parent, or designated representative. The child should be picked up within one hour from notification that child is ill.
- We ask that you keep your child home until he or she can participate in regular activities, including outdoor play, so that others will not

become infected. There may be occasions when alternative care needs to be found for your child. **A doctor's statement saying that he or she is no longer contagious will be needed before they return to school.**

- Your child will be sent home if symptoms of illness appear during the day. In the event of an illness, the child will be isolated and a parent contacted.

Therefore, please keep your child home when:

- A fever of 101 degrees or more has been present during previous 24 hours
- Vomiting has occurred during the previous 24 hours.
- A heavy nasal discharge is present. (yellow or green which may indicate infection)
- Symptoms of a communicable disease are present such as: runny nose, reddened eyes, sore throat, headache, fever, rash, or diarrhea.
- In case of suspected rashes or lice, a doctor's permission slip to return will be required.
- In the event that your child requires a doctor's visit to treat any of the above conditions, a doctor's statement saying the condition is not contagious is required before your child will be allowed to return to school. (This is for the safety and well-being of everyone involved at St. Mark Lutheran Church and Preschool)

COMMUNICABLE DISEASES

St. Mark Lutheran Church and Preschool will notify the child's parent of suspected exposure to a communicable disease by written, verbal, and/or posted notification.

HANDWASHING POLICY

Handwashing means to cleanse the hands with soap and warm running water for at least 20 seconds.

For Staff and Volunteers:

- Prior to starting the workday
- Prior to care for the children
- Before preparing and serving food to the children
- After using the toilet and helping a child use the toilet
- After handling bodily fluids
- After handling garbage



- When soiled

Staff and volunteers shall assure that children wash their hands at the following times:

- Before meals, snacks, or food preparation experiences
- When coming in from outside
- After toileting
- When soiled

Washing hands must take place at all times listed above, but is not limited to those times.

DISCIPLINE POLICY

St. Mark is a Christ-centered preschool. For the safety and well-being of each child, it is necessary to have some restrictions.

Through gentle guidance in a friendly, loving, relaxing, environment, each child should gain more self-control and social awareness. Acceptable behavior will be emphasized by praising children.

A child who exhibits unacceptable behavior will first be reminded of the rule involved. For example, a child throwing a toy who continues to throw the toy will be directed to another place to play. If the throwing continues, the child will be removed from the group to sit on a chair until he/she is ready to participate. Corporal punishment will not be used. If the child is still exhibiting unacceptable behavior, the child's parents will be contacted as soon as possible.

FIELD TRIP TRANSPORTATION PROVISIONS



The following requirements are needed for all preschool field trips as set forth by the Michigan Department of Human Services.

Children along with their parent/Guardian will take Field Trips. Parent/Guardian will drive to location, stay with child, and then leave with child.

TRANSPORTATION

St. Mark Lutheran Church and Preschool cannot assume responsibility for the transportation of its students. Such responsibility for transportation of students must rest with individual parents.

SHOW AND TELL

Items brought in for “Show & Tell” or other purposes should not be expensive or irreplaceable since they are likely to be handled by many children. They should be kept in their book bag or near their coat until requested by the teacher. The preschool will not be responsible for those items.



BIRTHDAYS

Birthdays are a very special occasion and special treats may be brought on that day. For children whose birthday falls outside the school year, their birthdays will be celebrated in May.

PARENT’S RESPONSIBILITIES TO THE PROGRAM

1. Parents will be scheduled to provide a healthy snack and drink of milk or fruit juice on days set by the monthly calendar.
2. Children should arrive no earlier than ten minutes before class begins. A child will not be dismissed with anyone except a parent or someone designated by the parent.
3. Parents will contact the teacher with any concerns about the program, classroom management, or their child’s ability.
4. Parents are expected to insist their child behave appropriately in class and will work closely with the teacher if a problem should arise.
5. Parents are asked to call St. Mark Lutheran Church (781-3205) if their child is going to be absent on a scheduled school day.

TEACHER RESPONSIBILITY

1. The teacher will arrange a calendar for each month scheduling children who are to provide snack.
2. The teacher will report to the parent if any problems arise with a child’s behavior.
3. An aide will be provided if class size warrants it according to the guidelines set by the Department of Human Services.



PRESCHOOL WITHDRAWAL POLICY

In the event that a student is asked by the teacher to be withdrawn from the program, the following procedure will be followed:

1. The student's parents will be asked to attend a conference with the teacher to discuss the specific reason for the withdrawal.
2. A written notification will be presented to the Chairman of the Board of Christian Education one week prior to the scheduled date of withdrawal.
3. The board of Christian Education reserves the right to reinstate the student if, after the conference with the parents, a solution can be reached.
4. In the event a child is withdrawn from the program, the parents will be reimbursed for any unattended, previously paid days at the rate of \$2.00 per day.

PEST MANAGEMENT POLICY

In the event that we have to use pesticides in the building, we will post a notice on the front door, as well as on our parent board. We will also try to make verbal contact with parents/guardians. We will post notification at least 48 hours in advance of the application of pesticides.

In the event that we do have to apply pesticides, we will inform the parents of the treatment we will use and if the building will be shut down for any length of time.

CLOSING POLICY

The preschool will be closed if Swan Valley Schools are closed for inclement weather.

