

St. John Lutheran



Preschool & Child Care

PARENT HANDBOOK 2011

ST. JOHN LUTHERAN SCHOOL
W5407 CTH SS
Random Lake, WI 53075
(Sherman Center)

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Mission Statement

St. John Lutheran School serves as a mission of our church to teach children the Word of God, instill discipleship, develop God-given talents, prepare for Christian citizenship, and proclaim the Gospel message.

Philosophy Statement

WE BELIEVE ...

- that the Holy Bible is God's infallible Word and, as Lutherans, we base all our teachings on it.
- in the Triune God; Father, Son, and Holy Spirit.
- that God created the world and all things in it.
- that due to man's sin, we are separated from God.
- God's Son, Jesus Christ, atoned for man's sinfulness through His suffering and death on a cross.
- that because of Christ's glorious resurrection on Easter, all who believe in the Triune God will receive God's promise of eternal life.
- that the Holy spirit brings us to faith and sustains that faith through the study of God's Word.
- that as a result of our faith, we are to share the Good News of our salvation with others and live our life in service and obedience to God.

WHAT WE PRACTICE ...

- Parents have the primary responsibility for the education and care of their children. Our school serves to assist the home with these responsibilities.
- Because God is the Creator of all things, all areas of our development are considered important. We therefore nurture the physical, spiritual, and academic development of a child.
- As Christian teachers, we give witness of our love for God.
- We seek to help children grow in their knowledge, faith and love for God.
- Since we as God's people are to live our faith, we teach children how to practice honesty, respect for authority, compassion, understanding, and forgiveness.
- We teach children how to share their faith in God with others.
- We offer a basic early childhood curriculum that prepares children for entrance into kindergarten.
- We maintain a safe and sanitary environment for children to play and learn.
- Because God wants us to live together in love, we help children develop social skills that reflect Christian values.

Enrollment Procedures

Our **preschool** program is open to all children who are three or four years old, regardless of race, color, sex, creed or political belief. Children are accepted with the understanding that Christian values, teachings, and traditions will be part of our curriculum. Registrations are accepted on a first come first serve basis. A teacher-student ratio of 1:10 for three-year olds and 1:12 for four-year olds will be maintained. Advance registrations will be accepted at the time of our January "Open House". There is a "final" registration day for PS thru 8th grade conducted in mid-August. All parents who have indicated an interest in enrolling their child/ren in our school receive a summer mailing regarding this August registration day. There is a \$35 registration fee for preschool and child care. A family pays a \$50 registration fee if two or more children are enrolled in the preschool and/or child care programs. These are annual fees and non-refundable. At the time of registration you will be asked to complete the following information on your child/ren:

- Registration Form
- Emergency Contact Form
- Health & Immunization Form
- Payment Agreement Form
- Authorization Form
- Web site consent

All records will remain confidential and will not be released or disclosed without the written request of child's parents.

Child Care enrollment procedures and fees are the same as the preschool except for the fact that child care is not limited to three and four-year old children. Our child care program is **for all children age three or older**. You do not have to have your child enrolled in our PS thru grade eight Christian Day School in order to enroll your child/ren in child care.

St. John Lutheran School reserves the right to cancel or suspend the enrollment of a child at any time if we feel that we are unable to meet the child's needs.

Program Schedule

Though there will be some exceptions, our preschool will basically follow the school year calendar (September thru May) of the Christian Day School. Parents will receive a detailed calendar at the time of our August registration. It is our policy that if the Christian Day School closes because of inclement weather, so will our preschool and child care programs. If our Christian Day School has a delayed start because of weather conditions, our kindergarten, preschool, and child care programs will be canceled. Parents should watch any of the Milwaukee television stations (4, 6, 12, and 58) or listen to WTMJ (620 AM - Milwaukee) and WHBL (1330 AM – Sheboygan) radio stations for these special announcements.

Preschool – 3 year olds: Tuesday and Thursdays (8:30–11:15 AM)
- **4 year olds:** Mondays, Wednesdays, and Fridays (8:30–11:15 AM)
Child Care – Monday thru Friday (6:30 – 5:30 PM)

Daily Schedule

6:30 – 7:30	Breakfast, quiet time, table-top activities. School age children go to classrooms
7:30 – 8:30	Free Play, washroom break
8:30 – 8:50	Preschool arrive, free play, clean-up
8:50 – 9:05	Circle Time – calendar, pledge, weather, prayer
9:05 – 9:40	Jesus Time, Basic skill
9:40 – 10:00	Washroom break, snack
10:00 – 10:20	Large muscle activities – outside or gymnasium
10:20 – 10:50	Activities based on theme
10:50 – 11:10	Song and story time
11:10 - 11:15	Preschool closing and dismissal
11:15 – 12:00	Clean-up – Lunch
12:00 – 2:00	Reading/rest time with Kindergarten
1:10 – 2:30	Kindergarten goes back to their room, early risers' quiet time
2:30 – 2:40	Washroom break – school age join class
2:40-3:30	Free play –Homework – snack
3:45 – 5:30	Large muscle, outdoor or indoor interest areas

The Daily Schedule is approximate, allowing for flexibility to meet the children's needs, while providing a frame work for activities.

Child care would be closed on national holidays and days of inclement weather.

Fees

Preschool: Registration (non-refundable – payable at time of registration)
 Three & Four year olds: \$35.00 (\$50.00 for two or more children)

Weekly Charge – 3 yr olds \$22.50 – 4 yr olds \$30.00

Monthly Charge – 3 yr olds \$90.00 – 4 yr olds \$120.00

Late Payment Charge - \$5.00 per day

Child Care: Registration - \$35.00 (non refundable – payable at time of registration)

Hourly Rate - \$4.00 prescheduled (minimum charge of 1 hour)

Full Day (more than 6 hours per day) - \$35.00

Weekly – Full Day \$140.00(includes preschool)

Drop-in Rate - \$5.00 per hour (minimum charge of 1 hour)

Meals – Parent provides nutritional lunch for their child or may be purchased through the Hot Lunch Program.

Late Pick up – (after 5:30 PM, a parent will be charged \$1.00 per minute per child – this fee is payable upon arrival)

The oldest child in the family receives a **10% discount** when more than one child attends.

After School Care: Children grades K-6 are \$4 per hour (pre-scheduled).

Payment Policy

St. John Lutheran Preschool and Child Care operate on a prepaid fee basis. All fees are expected to be paid in advance of services being provided. Weekly payments are to be made no later than the **Monday the week of** care. Monthly payments are to be made no later than the last Friday of the month prior to care.

For those parents paying by check or cash, please place payment in the Tuition Box located on the sign-in table. Checks should be made payable to “St. John Lutheran School”. When you pay, a receipt will be provided. All checks returned for insufficient funds will be subject to a \$25.00 returned check fee and further payments must be with cash. A late payment fee of \$5.00 per day will be charged for each day an account remains delinquent. Repeated late payments could jeopardize a child’s continued participation in our program.

VIP Policy

Each child in child care will receive Vacation Illness Personal days based on the child's average attendance. Hours will be applied according to time attended. For everyday your child attends you receive .05 VIP days. This adds as day attended continues. (i.e. after 20 days you would earn 1 VIP day) This applies to full or part time thus receiving the kind of day you use (i.e. a full day attendance earns 1 full day, ½ day earns 1 half day). Because of our prepay policy, the VIP day would be subtracted from the next weeks/months charge unless it is scheduled to be used in advance. After all VIP days are used during the year Sept. – Sept. families will be charged the normal rate for any cancellations. If VIP time is not used at the end of the year, it will NOT be carried over. The Center is open the week between Christmas and New Year, but no VIP days will be charged if care is not needed. Anytime a spot is vacated (i.e. maternity, extended vacation) with the intent to return, payment must continue in order to hold the child/ren's spot.

Termination

St. John Lutheran School reserves the right to cancel or suspend the enrollment of a child for any of the following reasons:

- Failure to promptly pay fees
- Failure to submit required forms
- Failure to comply with any policies stated in this handbook
- Failure to communicate frequent absences
- Failure to provide proper medical treatment for a child

In such cases, the Preschool/Child Care Director will meet with the parent to determine a termination date. There is no refund of any fees paid.

Parents or guardians may voluntarily terminate their child's attendance for any reason. A parent is to give a two-week prior notification of such a decision. There is no refund of your registration fee. Payment is still required for the final two weeks even if the child does not attend.

In the event of the closing of the preschool and/or child care programs, a parent will be given a 30-day written notice of this decision, unless immediate closing is essential for the welfare and is a State authority decision. All pre-paid fees (excluding the registration fee) for services not rendered will be refunded to the parent.

Our Program

The program at St. John Lutheran Preschool and Child Care includes varied, age-appropriate, hands-on activities and experiences for all the children. These include activities to promote development of eye-hand coordination, large and small muscle development and fine muscle coordination. Pre-reading, pre-writing, pre-math, and pre-science development is encouraged through the use of stories, books, songs, finger-plays, art and other creative activities and games. Social and emotional development is promoted through opportunities for large and small group play, free choice activities, structured group or individual situations. Children are encouraged to make choices and learn how to manage their own behavior.

School-age children will be given the opportunity to choose some of their own activities, as well as participate in pre-planned activities. Before school activities will include: quiet visiting, art and creative activities, and reading. After school activities will include snack, a quiet opportunity to work on homework, and large muscle activities either outdoors or in the gymnasium.

God's Word and Scriptural teaching is applied throughout the program each day through prayers, songs, Bible stories, and the attitude of the staff toward the children and each other.

For a more detailed understanding of our activities, please feel free to come in to observe and talk to the staff about your **particular** concerns or general interests. Parents are always welcome!

Rest Policy

All Children under the age of 5 years who attend the center for 4 or more hours in one day shall have a nap or rest period. "Nap time" begins at approximately 12:30 pm. Those who do not sleep after 60 minutes will then be allowed to get up and enjoy quiet play until all of the children are awake.

The time set aside for sleep/rest will allow the children to develop relaxation skills and promote good health habits. Restful music may be provided at this time. Teachers will be available to assist children when needed.

Each child should have a sleeping bag or two blankets to use for rest time. The sleeping bag/blankets will be stored at the center for use at "nap time". The sleeping bag/blankets will be sent home after each month for laundering. A small comfort item may also be used by the child for "nap time". All items should be labeled with your child's name.

Health Policy

1. Upon enrollment, parents must submit completed and signed health and immunization forms. This is for the health and safety of all the children. These forms are required by the State of Wisconsin and must be updated on an annual basis.
2. As each child arrives, the teacher will check for signs of injury or illness. Injuries will be noted in a medical log book. Signs of illness may result in not allowing the child to remain in school.
3. The signs of illness may include, but not be limited to:

sore throat	coughing
runny nose	diarrhea
skin rash	lice
ringworm	fever (above 100.9 degrees F.)
earache	vomiting
eye infection	
4. If a child develops signs of illness while at school, a parent or specified emergency person will be notified and the child will need to be removed as soon as possible. Until that time, the child will be isolated from the other children and taken care of by an adult.
5. If a child has been ill, he/she should remain at home for at least 12 hours after all symptoms have disappeared. To return to school with a non-contagious skin rash, such as from allergies, a note must be obtained from a doctor.
6. If your child develops a communicable disease, please contact the school office (994-9190) so we can alert the parents of all exposed children.

Some common communicable diseases include:

chicken pox	viral hepatitis
measles	meningitis
impetigo	strep throat
scabies	mumps
lice	ringworm
conjunctivitis (pink eye)	
7. Medication may be administered by a teacher if the proper medication authorization form is on file in the school. The medication must be in its original container, labeled with the child's name, indicating dosage and directions for administering.

8. Please call the school (994-9190ext.7) if your child will be absent
Superficial injuries will be cleaned with soap and water and protected with a bandage. In the case of a more severe injury, parents will be contacted and/or the child will be taken to parent's choice of medical center by ambulance.
9. Teachers will carry an emergency first aid kit with them as well as emergency information cards for each child attending any field trip. If a child is seriously injured while away from school, the parent will be immediately contacted and the child will be transported to an emergency medical center.
10. Fire and tornado drills are conducted on a regular basis. Our facility has been designated as an emergency evacuation center by the Random Lake Fire Department.

Nutrition

A child may bring breakfast to eat at school. This should be done before 7:30 AM. Normally, a child should have had breakfast at home before coming to school. Cereal and milk may be provided by our school if needed.

Children who must stay at school beyond the preschool class time (11:15 AM) need to bring a sack lunch or (purchase one through the hot lunch program.) Lunch should include one protein (meat, poultry, fish, cheese, peanut butter, etc.), one whole wheat or enriched flour bread item, one fruit and one vegetable (or two fruits, or two vegetables). Sugar snacks and beverages are discouraged. The school will supply the 2% milk. We do have refrigeration and microwaves in the school.

Nutritious snacks will be served AM and PM. 2% milk or (100%) juice will be dispensed by the teacher. Parents are scheduled for snack items on a monthly basis. A monthly snack schedule will be sent home with each child and posted on parent board. Parents will be asked to contribute at their scheduled time.

Parents should furnish a written list of food/milk allergies, if they exist. All personnel will be informed of such allergies.

Dress Requirements

It is important that your child wears comfortable, washable clothes to school. Gym shoes or rubber soled shoes are best for play. **Sandals and Crocks are not permitted for playground activity.** Dress your child in clothes they can manage easily at bathroom times. Decorative belts are discouraged. Pants or shorts with elastic waists are easiest for young children. Teachers are always available to help, but we really encourage independence. **Each child should have an extra set of clothes**, including underwear and socks, to keep at school just in case of an accident. Label every piece of clothing with your child's first and last name. Please be aware of changing seasons and provide the appropriate clothing. Snow pants, boots, hats and mittens are essential for outdoor play in winter.

Discipline

At St. John Lutheran School, all discipline centers around the Law and Gospel approach used in Scripture. Corporal punishment is never allowed. We believe in positive reinforcement and redirecting. These methods help build self-esteem and self-control in children. We use praise, role modeling, set clear limits, and encourage children to use their words rather than physical aggression to solve problems. Learning how to forgive as Christ forgives us is an important lesson to be learned by children.

When positive discipline and guidance are not effective, the teacher will temporarily remove the child from the group for some "quite time". If misbehavior becomes a repetitive action, the teacher will contact the parent so that the need for further intervention may be determined.

Child Abuse And Neglect Policy

According to the Wisconsin Child Abuse and Neglect Act, Section 48,981, Wisconsin Statutes, St. John Lutheran Preschool and Child Care Center as child care providers are required to report suspected child abuse and neglect along with those situations in which they have reason to believe that a child has been threatened with abuse or neglect and threat abuse and neglect occur.

Various signs of abuse include, but are limited to:

Signs of Physical Abuse

- | | |
|---------------------------|---|
| -frightened of parents | -unexplained or repeated injuries such as welts, bruises, burns |
| -unreasonable explanation | -injuries in the shape of an object |

Signs of Emotional Abuse

- | | | |
|--------------------|-------------------|-------------|
| -low self-esteem | -severe anxiety | -aggression |
| -self-denigration | -failure to learn | -withdrawal |
| -severe depression | | |

Signs of Neglect

- poor hygiene, odor
- inappropriately dressed for weather
- needs medical or dental care, glasses or hearing aid
- failure to thrive, malnutrition
- constant hunger, begs or steals food
- extreme willingness to please

Signs of Sexual Abuse

- pain, swelling or itching in genital areas
- bruises, bleeding, discharge in genital areas
- stained or bloody underclothing
- venereal disease
- refusal to take part in gross motor or other exercises
- poor peer relationships
- unusual interest in sex for age
- regressive or child-like behavior

Reporting Sexual Abuse:

The first step in reporting suspected abuse and neglect is to notify the Director. If there is a discrepancy between staff and/or administration on whether a child has been abused/neglected, the suspected abuse will still be reported to Sheboygan County Health and Human Services-Child Abuse-Neglect Services at 920-459-6418. The Staff at St. John's is required to report all suspected abuse and are not in a position to determine whether child abuse and /or neglect has occurred.

Parent Involvement and Communication

As parents, it is imperative that you keep current with what is happening during the times that your child is in our care. Whenever possible, we encourage parents to visit our classes. You are always welcome to join us for children's chapel services, open houses, class parties, special events, etc. We want to make this the best program for both you and your child, and we can if we work together.

There will be a classroom weekly newsletter distributed on Monday and Tuesdays. The Centurion Messenger of St. John Lutheran School will be given to the three-year olds on Thursdays and four-year olds will get theirs on Fridays. This newsletter also appears on our school web page (<http://stjohnrandomlake.org>). You may receive them via email if you prefer.

Any announcements unique to our preschool/child care programs will either be sent home with your child or mailed to your home address.

We also want you to feel welcome at all school-sponsored events as you see them announced in the weekly newsletter. It is our hope that you will find St. John Lutheran School to be the best school for your child's formal education and spiritual development.

We offer a complete Christ-centered education from preschool through eighth grade. This can be your child's school "home" for years to come. As a member of our school family, you are always welcome to observe any grade level in our school and get familiar with our entire PS-8 program. We feel that you will be pleasantly surprised with our Christian atmosphere and quality of instruction.

The bulletin board located outside the classroom entrance is a **very important** communication center. It is used to display snack menus, certificates, licensing information, monthly calendars and information of general interest to parents. A Wisconsin Licensing Rule Book and a complete set of policies are available for you to review. They are located on the "sign in" table.

Arrival and Pickup

Parents are asked to bring and pick up their child from the preschool room (enter main entrance on west side of school building and go down stairs on left) located in the lower level of the school. Arrival of preschool students takes place while our K-8 students are already in session. Pickup of preschoolers happens just prior to our morning kindergarten dismissal at 11:20 AM. There should be limited congestion with this arrangement.

Upon arrival each child must be signed in by their parent/guardian on the weekly sheet provided. Each child must also be signed out at pickup time.

Arrival and pickup are great times for the parent to share pertinent information about the child with the teacher. Please note that we will not release a child to anyone we are unfamiliar with unless written permission has been given by the parent and photo ID presented to teacher for verification of identity.

Families should submit a weekly schedule for their child/ren's care hours at registration. Any change in this routine should be submitted to the Director in writing at least 1 week prior to the change.

Remember, as stated under the "Fees" section of this handbook, there will be a **\$1.00 per minute** charge to parents who fail to promptly pick up their child from child care at the 5:30 PM closing time.

Enrollment Contract

- I have read and understand the information in the Parent Handbook.
- I acknowledge that payments need to be made as stipulated to insure continuation of service.

Parent(s) /Guardian Signature: _____ Date:_____

_____ Date:_____

Director Signature: _____ Date:_____

St. John Lutheran Preschool and Childcare

Weekly Schedule Agreement

Child's name _____ Date of birth _____

Child's name _____ Date of birth _____

Monday from _____ to _____ Charge \$ _____

Tuesday from _____ to _____ Charge \$ _____

Wednesday from _____ to _____ Charge \$ _____

Thursday from _____ to _____ Charge \$ _____

Friday from _____ to _____ Charge \$ _____

Weekly total \$ _____

Dear Parents,

Welcome to St. John Lutheran Preschool and Child Care Center. This handbook will provide you with information about our program. Please take time to read it through carefully. If you have any questions about our program or policies, please feel free to stop in or phone the Child Care Center. I will be happy to help you with any questions or concerns.

We provide a play-centered environment! A wide range of materials and developmentally appropriate activities and experiences will be provided in a caring, home-like, Christian environment. Social skills, language development, emotional and spiritual growth are encouraged through songs, finger-plays, stories, games and art activities. Physical development and eye-hand coordination are promoted through various large and small muscle activities outdoors and in the gymnasium. Each child is recognized and valued as a unique individual, loved by God, with a capacity for growth and development.

Our staff consists of professionally trained certified child care workers with Christian backgrounds, able to give quality, loving care to all the children. We feel communication and interaction between parents, staff and child are most important. We welcome visitors to our center any time and are happy to answer any questions you may have for us.

In His Service,

Barb Schallock, Director
and Staff