

**WELCOME**  
**St. John's Lutheran Pre-School**  
**3 and 4 year old program**

**MISSION AND OBJECTIVES OF ST. JOHN'S LUTHERAN PRESCHOOL**

Our preschool works toward the goal of providing your child with a Christian environment in which he or she can grow spiritually, socially, emotionally, physically, and cognitively. The curriculum is designed to give your child a variety of experiences to promote his or her development. Building upon the base that you have already created at home, we want to continue to work side by side with you to provide even more opportunities for your child's growth in these following areas:

- |                           |   |
|---------------------------|---|
| <i><b>Spiritually</b></i> | growing in the knowledge of God, God's love for sinful man, and God's plan of salvation through Jesus.  |
| <i><b>Socially</b></i>    | growing and developing skills such as: respect for others, sharing, taking turns, responsibility, and independence.   |
| <i><b>Emotionally</b></i> | developing control and understanding of feelings, learning how to interact and respect others' feelings, and learning how to express feelings.                    |
| <i><b>Physically</b></i>  | developing fine and large motor skills, learning about our bodies' needs and capabilities, and learning about healthy living.                                     |
| <i><b>Cognitively</b></i> | developing the areas of reading readiness, math concepts, problem solving, communication, and organization through a large variety of experiences and activities. |

May our gracious Lord guide us as we work together to carry out Jesus' command in John 21:15 to, "Feed my Lambs". We look forward to actively participating in your child's growth here at St. John's Lutheran School and Preschool. May God bless us as we work together to "feed" your child spiritually, socially, emotionally, physically,

and cognitively.

**ELIGIBILITY:**

St. John's requires that children must be:

- 1) 3 years old by September 1<sup>st</sup> for the 3 year old class
- 2) 4 years old by September 1<sup>st</sup> for the 4 year old class

Due to health code regulations, each child must be **FULLY** toilet trained in order to attend our preschool (wearing cloth underwear, no pullups or diapers). If bathroom accidents become a regular occurrence a meeting with the teacher and/or Director will be made. If this policy is a concern for you, please talk to the director.

**NON-DISCRIMINATORY POLICY:**

St. John's Lutheran admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the preschool. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, and athletic and other school administered programs.

**FEES AND SCHEDULE:**

- \* Part time tuition is \$15 per day (8:15 – 11:30 am) Monday through Friday
- \* Full time tuition is \$27 per day (8:15 – 3:15 pm) Monday through Friday
- \* Monthly tuition payments are made through a Thrivent for Lutheran program called *Simply Giving* which St. John's Lutheran has established for payment of all tuition. The option is available for nine, ten, or eleven monthly installments. You must have a savings or checking account.
- \* At the time of registration you will be asked to choose days and hours. This can be changed based on availability if your schedule changes.
- \* \$75 registration fee
- \* The first day of school this year will be the Tuesday after Labor Day. The program will end on the same date as the K-8 school calendar.
- \* A school year calendar will be given to every family upon enrollment.
- \* Additional summer camp week. Information will be handed out to parents later in the school year.

## **EARLY MORNING AND AFTER SCHOOL LATCH KEY:**

St. John's offers a latchkey program for your convenience and for a fee. This is a courtesy program for the parents of our program.

### **Morning Latchkey**

- \* Hours of operation 7:00am – 8am a flat rate of \$5.00
- \* Teacher will need prior notice if using Morning Latchkey

### **Afternoon Latchkey**

- \* Latchkey hours of operation 3:20pm – 5:30pm
- \* 3:20pm – 4pm will be considered a ½ rate of \$2.50
- \* \$5 per hour A hour rate ranges from 30 minutes – 60 minutes
- \* \$2.50 per ½ hour A ½ hour rate ranges from 5 minutes – 30 minutes
- \* This **MUST** be paid weekly to the teacher at the end of each week,  
Cash or Check
- \* A late fee of \$5.00 will be added to the latchkey bill if not paid in full by the end of each week.
- \* If not paid in FULL with late fee by the start of the 2<sup>nd</sup> week, latchkey will no longer be provided for your child.

## **ARRIVAL AND DEPARTURES:**

Preschool starts at **8:15am** and ends at 11:30/ half day 3:15/full day

- \*Parent/Caregiver dropping off and picking up **MUST** sign the attendance register daily.
- \****On time arrival is very important*** to not disrupt the class setting. Please be respectful to the teacher and other students if arriving late. We ask that you call the St. John's office to notify us that your child will be late. If late disruptions become regular a meeting with the teacher and/or Director will be made.
- \*For your child's safety, he/she will only be sent home with a parent, guardian, or an adult whose name is listed on his/her information card. Even if we recognize the person coming to pick up your child, we will **NOT** entrust your child to their

care if his or her name is not listed on this form. Photo ID will be requested for those listed on their information card.

\*If an occasion arises that an adult whose name is not listed on the form needs to come and pick up the child, that adult must have a signed and dated form from you and provide it to the teacher. For example, if your child is invited to go home with another child after preschool, a permission form will need to be given to the teacher in order to release your child into their care.

\*Text messaging is not considered appropriate for the release of your child.

### **CURRICULUM:**

Our program is licensed by the State of Michigan and follows all requirements made by the state. A typical day includes the following activities: free play time, small group time, Jesus time, fine-motor time, story time, music/movement time, nap, snack time, and outdoor play time.

### **DISCIPLINE POLICY:**

Discipline is the process of learning self-control, respect for others, and demonstrating love for our Savior. We expect our students to:

- \* Do their best for God
- \* Love one another
- \* Be respectful
- \* Be safe

To help your child learn how to exhibit acceptable behavior, teachers assist students in the conflict resolution process. The conflict resolution process encourages children to actively work on resolving their own problems with an adult's assistance.

For some incidents, your child will be given a warning and redirected to a new activity. If the behavior persists, your child will be separated from the group, but will remain in a part of the classroom where the child can be seen and heard. When separation from the group occurs, the child's return will depend on the child's stopping or controlling the misbehavior.

We use a green, yellow, red note system.

Green = Negative behavior by the child/parent that disrupts the classroom setting

Yellow= Continuous negative behavior by child/parent that is disrupting the classroom setting. A Meeting will be set up with the Teacher, Director and Parent (s).

Red=Meeting with the Director, Principal of St. Johns and possible termination from the program.

In accordance with state licensing rules, discipline will never include:

- \* any form of corporal punishment
- \* restricting a child's movement by binding or tying him or her
- \* inflicting mental or emotional punishment
- \* depriving a child of meals, snacks, or toilet use
- \* confining a child in an enclosed area (such as closet, locked room, box, etc.)

### **TERMINATION:**

Every child is cared for and wanted in the Pre-School program. In the event that we are unable to draw the tuition from your banking institution because of lack of funds, you will be sent an email as well as a note from the teacher. The tuition amount must be brought in to school before the child can continue with sessions. We reserve the right to terminate enrollment if insufficient funds becomes habitual.

Termination of your child in the Pre-School program may also occur if your child causes consistent behavior causing the undo emotional distress or physical harm of other children, or if learning for the other children becomes inhibited by your child's consistent misbehavior. The decision to terminate your child's enrollment will be made by the teacher's input, principal's observances in the classroom, along with conferences with the parents, teacher, and child, and finally review of behavior by the Board for Parish Education (see pg. 2 for discipline policy).

### **REGISTRATION FOR PRESCHOOL:**

Due to Michigan State's licensing policies, your child needs to have these forms **completely** filled out *ONE school week prior* to attending school:

- 1) Registration form & \$75 non-refundable registration fee due upon enrollment.
- 2) Health Appraisal Form signed by a doctor (within last 12 months) This must include up-to-date immunization records. If your child is not fully immunized, you must visit your local county health department to obtain a waiver for your child.
- 3) Financial Aid Form
- 4) Child's information Record

- 5) Signed Parent Agreement
- 6) Emergency Card
- 7) Signed Photo waiver
- 8) Signed Tuition Procedure
- 9) Signed Licensing Notebook Availability
- 10) Signed Information Packet

**Please note: Open enrollment for the current year takes place June 1<sup>st</sup> through December 31<sup>st</sup>. Beginning January 1<sup>st</sup>, perspective parent(s) and child(ren) may meet with the Teacher and Director to make a judgment if it is a good fit to enter the program. A one week trial period will follow and additional meeting with Director (subject to school fees).**

### **FOOD SERVICE POLICY:**

St. John's *does not offer a food program*. Parents of children enrolled part time must provide a healthy snack & full time must supply a healthy snack and lunch. A list of healthy, suggested snack ideas will be provided. A healthy snack will be given out if a snack is forgotten.

### **HEALTH CARE PLAN:**

In order to promote a safe and healthy school environment, please do not send your sick child to preschool. Your child should stay home if he or she is contagious or unable to concentrate sufficiently for learning. If your child becomes ill at school, you will be contacted to come and pick him or her up. To help reduce the spread of illness to other students and staff, please keep your child home for the following reasons:

**Fever** - Your child should be fever free (without being medicated) for 24 hours before returning to school.

**Rash** - Check with a doctor before bringing your child to school with a rash.

**Vomiting** - Your child may return to school after he/she has not thrown up for 24 hours and is back on a regular diet.

**Diarrhea** – A child who has loose stool more than one time in 24 hours, should stay home. He or she may return to school after being diarrhea free for 24 hours.

**Cough/Cold** – If your child has a severe or frequent cough and a runny nose, he/she may benefit from more rest and fluids at home.

**Doctor Recommendation** – If your child has been prescribed an antibiotic, check with the doctor to see if the child needs to be on medication 24 hours prior to returning to school.

\*\*\*If your child will be late/absent from class for any reason, please contact the school office at (734) 721-4650.\*\*\*

### **FIELD TRIPS:**

St. John's Lutheran Preschool is not licensed to have our preschool staff drive students to field trip events. We will have 2 optional off campus field trips that parent(s)/assigned caregiver can attend with their child. Siblings may or may not be allowed to attend depending on the field trip. There will be NO school on the day of the field trips. Throughout the school year we will have special visitors come into the classroom to demonstrate new learning activities for the children. If you have a special skill or job that can be shared with the preschool, please let the teacher and/or Director know to schedule a day to visit and share.

**GRADUATION CEREMONY:** The 4 year old class will have a Graduation Ceremony at the end of the school year.

**SINGING IN CHURCH:**

The preschoolers will be scheduled to sing throughout the school year in church. We **strongly** encourage you to bring your child to all singing events. Please inform the teacher if a scheduling conflict arises. A singing schedule will be handed out at the start of the school year.

**EMERGENCY SCHOOL CLOSING:**

Generally speaking, whenever Wayne/Westland public schools are closed, St. John's will also be closed. The principal will always email school parents as well as report to the local TV and radio stations when school is closed for winter weather reasons. We will be listed as "St. John's Evangelical Lutheran – Westland". If special circumstances arise, the principal will email parents and the classroom teachers will use the class app "DOJO" to cancel school or to pass along other important information.

**COMMUNICATION:**

Parents and teachers need to communicate effectively in order to provide the best education for your child. We have several opportunities to maintain a strong line of open communication.

**Round-up** – Every summer before school begins the director/instructor will have an orientation for the upcoming school year. Registration will take place at this round-up.

**Before and after school** – Lengthy and private concerns should be addressed by a meeting. Appointments may be made with the teacher and/or Director.

**Parent/Teacher Conference** – The teacher will meet with you individually at the close of the first quarter in October. A second conference in the spring for the 4 year old class that are entering Kindergarten.

**Special Conferences** – You are welcomed and encouraged to call the director

and set up a conference at any time during the school year.

**Leopard Tracks** – A weekly newsletter is emailed home every Thursday (parents may request a paper copy as well or instead of an email.) Please read these notes as they contain pertinent information about all school functions and events.

**Class App – DOJO**

Occasionally, the director will need to inform whoever picks your child up at the end of the session of your child's behavior or of other pertinent information. If you prefer that we only share this information with you, please let us know.

**OTHER INFORMATION:**

**Supplies** – a supply list will be distributed at the beginning of each school year.

**Chapel** – every Friday or last day of the school week the preschoolers will attend Chapel / once a month.

**Allergies** – Please provide the teacher with a written notice of all known allergies of your child. If you need to leave an epi-pen with the teacher, you will be asked to fill out a permission slip with instructions and have a written plan of action from your child's health care provider. Our director is CPR and First Aid certified and is trained in the use of epi-pens.

**Medications** - If a situation should arise that your child needs medication during school hours, please consult the Director to establish a suitable plan.

**Outdoor play** – The children will be given outdoor play time every day as the daily schedule permits. We stay indoors only if the day is rainy or if the temperature is below 30 degrees Fahrenheit. Please dress your child in appropriate clothing. (If a child is too sick to go outside, then the child should stay home to get well.)

**Birthdays** - The birthday of your child will be celebrated in preschool close to his or her actual birthday. A child may bring a special treat on this day. Summer birthdays will also be assigned a "half-birthday" to celebrate their birth.

**DRESS CODE:**

Dress your child in comfortable, washable play clothes that they can pull up and put on with little assistance from the teacher. We encourage elastic band pants & velcro soft soled shoes. No sandals, one piece outfits, or inappropriate pictures/words on a child's clothing. Special clothing (new dresses, new outfits) are not recommended for preschool. Your child will be learning through play and clothes may get dirty. Each child should have a backpack and snack/lunch bag that is labeled.



### **EMERGENCY PROCEDURES:**

In the event of a minor accident/injury at school, the director will fill out an incident report which will be sent home to the parent as well as make a call to the parent.

In the event of a serious injury the director will call 911 and the parent will be notified immediately.

Fire drills will be conducted at least once during every quarter of the school year.

Tornado drills will be conducted twice a year between the months of October and April.

Directions and exit routes for these drills are posted in the classroom.

The evacuation center for St. John's Lutheran is: Wayne Memorial High School

St. John's has a written Emergency Preparedness Plan available to all staff and parents which covers:

- Fire
- Tornado
- Natural or man-made disasters
- Serious accident/illness/injury
- Crisis management
- Evacuation procedures

At any time, upon your request, the director will make this plan available to you.

### **VOLUNTEERS:**

Volunteers are a vital part of the preschool program. Parents are encouraged to take an active part in their child's education by volunteering. Parents can volunteer for special events, art projects, and helping the teacher with various activities. If you are interested in volunteering please let your teacher know.

### **Daily Schedule** (subject to change)

**8:15 am preschool day begins with table/floor activities based on theme**

**8:30 am clean up, Bible Story with music and gross motor movement**

**8:45am Plan time**

**9:00am Open play, "Learn through play"**

**9:30am clean up, bathroom, hand washing and snack**

**10:00 am Circle Time**

**10:30am Hands on Lesson based on the daily/weekly theme**

**11:00am get ready for recess**

**11:30am ½ day pick up/ Full day bathroom, handwashing and lunch prep**

**12:00 Lunch time**

**12:30 Ready for rest time**

**12:45-1:45pm Rest time and quiet play**

**1:45-2:30pm Book Time and Open play**

**2:30 Teacher lead activity**

**3:00 get ready for pick up**

**We welcome you to the St. Johns Family** and look forward to the exciting school year. We would love to have you join us in Faith at church. More information can given by the staff of St. Johns.

**GOD BLESS**

