

WELCOME TO ST. PAUL'S PRE-SCHOOL

Pre-school is the early childhood class at St. Paul's Lutheran Church & School for its members and families of the community. It is fully licensed by the Michigan Department of Consumer and Industry Services. It is responsible to the Board of Education.

STATEMENT OF PURPOSE

At St. Paul's Pre-school, the children and their families are nurtured in a Christian atmosphere. Children are taught to know God's love and forgiveness. Activities are centered on the blessings of God's creation.

The early training of a child is the most significant education he receives. However, an early childhood experience permeated by God's Word and stories about his Savior provides a child added richness. Not only are his mental, emotional, social, and physical needs recognized, but also his spiritual welfare. The desired result of such a situation will be a well-rounded personality that acknowledges the daily presence of Christ in his life.

The Pre-school might represent the child's first separation from home and his/her first experience with a peer group and a substitute parent figure. He can grow from his self-centered world of "I" to the world of interaction of "we".

RELIGIOUS INSTRUCTION

Parents are to be the first teachers of their children, and the church and school is to assist them. The Pre-school children will be taught basic Bible stories from the Old and New Testament. They will learn simple Bible verses, prayers, and songs as a basis for their Christian education.

CREATIVE PLAY

The child will learn through exploring and inquiry in the centers of activity provided:

- Art Area
- Small Muscle Activities – Manipulatives
- Blocks and Large Muscle Activities
- Dramatic Play
- Quiet Area for Books, Records, and Tapes
- Sand and Water Sensory Table

BIRTHDAYS

The birthday of a Pre-school child will be celebrated as close to the date as possible. A special treat may be brought in after consultation with the teacher. A child with a summer birthday will have a "special day" scheduled during the year when they can bring a special treat.

CLOTHING

Children should wear comfortable, washable play clothes. Some physical activity is part of the program, so the clothing should allow for free movement. Your child also might choose to paint.

Children are asked to wear clean soft-soled shoes as school shoes so that we can be ready to go to the gymnasium any day.

Each child should have a tote bag or backpack for carrying papers home.

Each child has a place labeled for outside clothing and bags.

SCHEDULE OF OPERATION

St. Paul's Lutheran Pre-school will be in operation from the first Tuesday after Labor Day through the last Thursday in May.

The 3 year old Pre-school sessions are scheduled on Tuesday and Thursday or Wednesday and Friday mornings from 8:30 a.m. – 11:30 a.m. The size of the class will be up to 10 students.

The 4 year old Pre-school sessions are scheduled on Monday, Wednesday, and every other Friday in the mornings from 8:30 a.m. – 11:30 a.m. or Tuesday, Thursday, and every other Friday 8:30-11:30a.m. The size of the class will be up to 12 students.

If, in the event that Livonia Public Schools are closed because of inclement weather, St. Paul's Pre-school will also be closed. Parents will be notified for any emergency closings.

Communication between home and school will be made weekly via a school newsletter and a preschool newsletter.

In the event of an emergency for an individual child, contact will be made with the parent or person identified by the parent, on the home emergency card which is on file at the school.

If severe/threatening weather should occur, the students will be taken to the interior hallway. In case of fire an evacuation plan will be followed. The local rescue unit will be called in the case of severe accident/injury. Parents will also be notified. The staff will take all due caution in such an event.

ARRIVAL AND DEPARTURE

Parents are asked to bring their child to the south side of the building to the door leading into the classroom and to pick them up at the same location. The adult, who drops off and picks up student, must sign the attendance register before leaving.

FEES

St. Paul's Pre-school will charge a non-refundable registration / materials fee of \$80.00 due on registration day and a monthly fee of \$90.00 for the 3 year old class and \$135.00 for the 4 year old class due the first day of each month. A payment of \$170.00 (*3 year old*) or \$215.00 (*4 year old*) is due on registration day. The entire \$95 tuition fee is required for the Parent and Child Class.

ADMISSION AND WITHDRAWAL

St. Paul's Lutheran Pre-school will be open to all children who will be 3 or 4 years old by December 1st of the year they enroll. All prospective students **must be** toilet trained before the first day of school.

Children of St. Paul's members will be given the first opportunity for enrollment. Additional openings will be filled from community families who are looking for a Christian Pre-school program and then children of members of sister congregations.

A child can withdraw at any time. However, the registration fee and current month's payment will not be refunded.

St. Paul's reserves the right to ask that a child be removed after consultation with the parents. In this case, only the unused monthly payment will be refunded.

MEDICAL

The State of Michigan requires that we maintain a medical record on each child attending our school. All immunizations should meet current requirements for attendance at a Pre-school and should be up to date. A physical examination is required within 12 months prior to enrollment. This form must be signed and dated by an attending physician. These health forms are due on registration day.

For the protection of all children, we ask that you do not send your child to school if he or she is ill. Please call the school office before school begins if your child will not attend that day. Please inform the teacher if your child has been exposed to or contracted any communicable disease. If your child becomes ill at school, he will be isolated from the other children and you will be called.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for all children will be held in November and if necessary, before the end of the school year. These conferences allow for time to share specific questions, concerns, and observations of each child's growth.

The teacher or parents may request a conference at any time.

Parents are welcome to visit the classroom or to volunteer to help at any time.

PROGRESS REPORT

A checklist report will be issued at the end of the school year evaluating your child's progress.

FIELD TRIPS

Field trips will be scheduled during the year following the guidelines of the Department of Human Services. Parents will sign a permission slip for each trip and specific information will be given before each trip.

SNACKS

Parents will be asked to provide a nutritious snack for the children on a rotating schedule and a drink will be provided.

A suggested list of snacks might include fruit, vegetables, cheese/crackers, meat/crackers, granola bars, muffins, etc. Please be sensitive to any food allergies that we may have in the classroom.

REGISTRATION PAPERWORK REQUIRED BEFORE SCHOOL BEGINS

- Application/Registration Form
- Birth Certificate
- Health Appraisal-signed by doctor
- Immunization Record-Current

DISCIPLINE

At St. Paul's Pre-school the children expect to receive love, support, and forgiveness. The Michigan Department of Human Services Bureau of Children and Adult Licensing states in Rule 5107 regarding discipline:

The staff shall use positive methods of discipline which encourage self-control, self-direction, self-esteem, self-confidence, and cooperation.

The staff shall be prohibited from using the following as a means of punishment:

- (a) Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment.
- (b) Restricting a child's movement by binding or tying him or her.
- (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- (d) Depriving a child of meals, snacks, or necessary toilet use.
- (e) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Non-severe discipline or restraint (excluding methods listed above) may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself, or to prevent a child from harming other persons or property.

In the St. Paul's Lutheran Pre-school, parents who volunteer to help will be given guidelines to follow in the use of positive control in the classroom.

VOLUNTEERS

Volunteers are a vital part of our preschool program. Parents are encouraged to take an active part in their child's education by volunteering. Parents can volunteer by helping in the classroom during class with a special project, becoming a room mother, helping with art project preparation and organizing book orders. If you are interested in helping, please let the teacher know at the beginning of the school year.

Because our volunteers are not regular but periodic, and primarily parents of our preschoolers, St. Paul's Lutheran School does not require criminal background checks for our volunteers. Please note that all volunteers that have contact with children are fully supervised by the staff at all times.

