

WELCOME TO ST. PAUL'S PRE-SCHOOL

Pre-school is the early childhood class of St. Paul's Lutheran Church & School. It is open for its members and families of the community. It is fully licensed by the Michigan Department of Licensing and Regulatory Affairs. 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/she 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.

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. The child can grow from a self-centered world of "I" to the world of interaction of "we".

RELIGIOUS INSTRUCTION

Parents are to be the first teachers of their children in religious instruction. Our church and school are ready to assist you in that task. 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.

ADMISSION AND WITHDRAWAL

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

St. Paul's Lutheran Pre-school will be open to all children who will be 3 or 4 years old by September 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 by 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.

REGISTRATION PAPERWORK REQUIRED BEFORE SCHOOL BEGINS

- Application/Registration Form
- Birth Certificate
- Health Appraisal-signed by doctor
- Immunization Record-Current
- Child Information Record (Emergency Card)
- Completed TADS Agreement

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 the 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.

SCHEDULE OF OPERATION

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

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

The 4 year old Pre-school session is scheduled on Monday, Wednesday, and Friday and Tuesday, Thursday and Friday. The size of each class will be up to 12 students.

If in the event that the 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. An evacuation plan will be followed in case of fire. 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.

DAILY SCHEDULE

8:00 - 8:30 a.m.	Drop-off & sign-in
8:30 a.m.	Pray, Welcome, & Bible story time
9:00 a.m.	Choice time (which can include art activities, small group learning games, individual enrichment with teacher, or free choice activities)
9:45 a.m.	Clean Up time
10:00 a.m.	Outside time (or gym time, if weather is bad)
10:30 a.m.	Back to the classroom & wash hands
10:35 a.m.	Snack time
10:55 a.m.	Circle time (which can include, reading books, math games, letter recognition and letter sound games, singing, finger plays, and more)
11:25 a.m.	Pray and get coats & backpacks
11:30 a.m.	Parents pick-up and sign-out

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
- Sand and Water Sensory Table

ARRIVAL AND DEPARTURE

Parents are asked to bring their child to the main school entrance on the north side of the building and to pick them up at the same location. An adult must drop off and pick up the child.

FEEES

St. Paul's Pre-school will charge a monthly fee of \$104.50 for the 3 year old class and \$152.00 for the 4 year old class. Payments are collected through our TADS program. The entire \$100 tuition fee is required for the Parent and Child Class.

CLOTHING

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

Children are asked to wear clean, non- marking, soft-soled shoes as school shoes so that we can be ready to go to the gymnasium any day. Sandals are not recommended at pre-school, as they slow/trip running children.

Each child should have a full-size backpack for carrying papers home.

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

BIRTHDAYS

The birthday of a pre-school child will be celebrated as close to the date as possible. A special treat may be brought, 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.

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 REPORTS

A checklist report will be issued in November and 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 Licensing and Regulatory Affairs. Parents will sign a permission slip for each trip and specific information will be given before each trip. Parents must provide their own transportation to the field trip location or make arrangements to car pool with other families. Per state law, all children under 4’9” **must** be in a car/booster seat.

SNACKS

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

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.

State Requirements Section

The State of Michigan licenses and inspects our preschool facility to ensure quality care. As a result, we are required to keep you informed of various aspects of this licensure process.

The following information is for your review:

St. Paul's Lutheran Preschool maintains a licensing notebook of licensing inspection and special investigation reports and related corrective action plans, as required by state law. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Michigan Department of Licensing and Regulatory Affairs website at www.michigan.gov/michildcare.

ST. PAUL'S HEALTH CARE POLICY

A. Hand washing

This policy applies to all students and staff after using the restroom.

1. Wash hands with soap and running water.
2. Rub hands back and forth.
3. Rinse hands with water.
4. Dry hands with a paper towel.

A sign is posted in each rest room to remind the students and staff of the procedure listed above.

B. Handling Children's Bodily Fluids

The following procedure should be followed when handling children's bodily fluids:

1. Put on latex gloves.
2. Use a disposable towel to wipe up and absorb bodily fluid.
3. Dispose of used towel in appropriate container.
4. Disinfect area.
5. Dispose of latex gloves in appropriate container.

C. Cleaning and Sanitizing

1. All flat surfaces in the classroom must be cleaned and sanitized daily.
2. All equipment and toys must be cleaned and sanitized bi-weekly.
3. Toilets and urinals will be cleaned and sanitized daily (inside and outside).
4. Toilet seat will be cleaned and sanitized daily.
5. Wash basins will be sanitized daily.
6. Restroom floor will be mopped and rinsed with disinfectant.

D. Infection Control

1. See cleaning and sanitizing section.
2. When a student is missing from class due to illness, the teacher will report the illness to the school office.
3. The school office will include the illness in its weekly report to the Michigan Department of Health.

E. Health-Related Resources

First-aid equipment is stored in every classroom.

1. A first-aid handbook and CPR quick reference book are stored in the cabinet in the four year-old preschool classroom.
2. Hand-washing reminder posters are posted in every bathroom.

DISCIPLINE

At St. Paul's Pre-school the children expect to receive love, support, and forgiveness. The Michigan Department of Licensing and Regulatory Affairs 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 at our preschool are fully supervised at all times.