

ST. PETER LUTHERAN

Preschool Handbook



*Jesus said, "Let the little children come to me."
Matthew 19:14*

17051 24 Mile Road
Macomb, Michigan 48042
(586) 781-9296

Revised: August 2021

Statement of Ministry - *St. Peter Lutheran Preschool is an outreach program that strives to work with young children in a Christian setting, helping them to discover themselves and their abilities; and to use various creative approaches that open the doors for discovery of Christ's love for them and God's world around them.*

Learning Environment - Learning at St. Peter Lutheran Preschool takes place in a Christian setting that is warm, friendly, and relaxed. Learning materials are freely accessible. Our program provides a balance between free play and teacher directed learning activities. Free play is a valuable learning tool for a preschooler. It is a pleasant, enjoyable approach to discovery. Through informal interaction with the staff and other children, your child will learn kindness, consideration of others, sharing, care of toys, good health habits, and a love of Christ.

CURRICULUM

Spiritually – The Preschool uses a variety of materials including – *Voyages and Little Lambs* along with Old and New Testament stories. The love of God will be shared through stories, songs, and prayers; but most of all through Christian teachers who reflect that love in their daily instruction with children.

Educationally - We will provide experiences that are developmentally appropriate for each age level.

Socially - We will encourage development of communication and listening skills through oral language experience, literature, puppetry, finger plays, dramatization, free play, and other group activities.

Physically - Developmental activities such as hopping, crawling, running, use of parachutes, rhythm activities, dancing, etc. will be used to encourage the growth of large motor skills. Fine motor experiences will be provided such as: cutting, coloring, tearing, puzzles, painting, clay/playdough, molding, pegboards, sorting, matching, etc.

Emotionally - We emphasize that each child is a precious gift of God and is therefore "someone special". We will enable children to feel good about themselves and their progress. We will encourage the development of individual independence and a healthy self-image.

Daily Routine – Typical daily routines for each program are posted in the classrooms. Parents may request a copy from the teacher.

Administration and Staffing - St. Peter Lutheran Preschool is operated by St. Peter Lutheran Church in Macomb, Michigan and licensed by the State of Michigan. The preschool is staffed by a Director, Teachers, and Paraprofessionals who are qualified, caring Christian individuals. All staff have completed the mandatory background checks and fingerprinting required by Licensing and Regulatory Affairs (LARA). All staff are CPR certified and complete 16 hours of continuing education each year.

Admission - Registration will take place in January or February with preference given to St. Peter members for one week prior to returning families. Returning families have one-week preference prior to open registration. Applications must be completed on-line through FACTS and accompanied by the ***nonrefundable registration fee (see below)*** – All tuition must be current at the time of re-enrollment.)

ALL applications must be reviewed and approved by the director, prior to being accepted.

All necessary forms must be **completed and submitted on-line before final registration in August** or the child may forfeit their place in the class.

Current Application Fees:	Little Wonders & Shining Stars	\$ 75.00
	3-year old	\$150.00
	4-year old & KinderBridge (Y5)	\$150.00

New registration/application forms must be completed each year. All financial responsibilities must be current. Placement is not guaranteed from one year to the next. Admission to the Preschool will NOT guarantee admission to St. Peter Lutheran Day School (kindergarten). Students will be assessed for kindergarten readiness by teacher recommendation or screening.

Non-Discrimination Policy: St. Peter Lutheran School believes that discrimination is contrary to the philosophy, nature, and mission of the school. Therefore, St. Peter does not and will not discriminate on the basis of race, color, national or ethnic origin in its admission policies or educational and other school administered programs.

Classroom Time Schedules *Note: ***Actual Class offerings may fluctuate depending on enrollment***

2 year-old Little Wonders	1 session / week	1 1/2 hours / session
3 year-old Shining Stars	1 session / week	2 hours / session
3 year-old AM classes	2 sessions/week	2 1/4 hours / session
3 year-old PM classes	2 sessions/week	2 1/4 hours / session
3 year-old AM classes	3 sessions/week	2 1/4 hours / session
3 year-old PM classes	3 sessions/week	2 1/4 hours / session
4 year-old AM classes	3 sessions/week	2 1/2 hours / session
4 year-old PM classes	3 sessions/week	2 1/2 hours / session
4 year-old AM classes	4 sessions/week	2 1/2 hours / session
4 year-old PM classes	4 sessions/week	2 1/2 hours / session
5 year-old KinderBridge AM classes	5 sessions/week	2 3/4 hours / session
5 year-old KinderBridge PM classes	5 sessions/week	2 3/4 hours / session

Age Requirements - To be eligible for:

Little Wonders, the child must be two years old on or before **September 1st** of the current school year.

Shining Stars, the child must reach the age of three on or before **February 1st** of the school year.

All other 3-year-old programs, the child must reach the age of three by **September 1st** of the school year.

All 4-year-old programs, the child must reach the age of four by **September 1st** of the school year.

KinderBridge, the child must have completed a 4-year old preschool program and reach the age of five by **September 1st** of the school year, or have **director approval**.

Exceptions to the above guidelines will be reviewed on an individual basis.

Tuition

2 year-old	Little Wonders program	\$ 450.00 / year
3 year-old	Shining Stars program	\$ 600.00 / year
3 year-old	Two day a week program	\$1140.00 / year
3 year-old	Three day a week program	\$1584.00 / year
4 year-old	Three day a week program	\$1620.00 / year
4 year-old	Four day a week program	\$2160.00 / year
KinderBridge	Five day a week progressive program (see chart below)	\$2700.00 / year

2021-2022 KinderBridge Progressive Schedule

09/13 – 10/15 Children attend **five half-days** 8:15 - 11:15 AM

10/18 – 12/03 Children attend **one full-day** (Wednesdays) and **four half-days** (Mon, Tues, Thurs, Fri)

12/03 – 03/11 Children attend **three full-days** (Mon, Wed, Fri) and **two half-days** (Tues, Thurs)

03/14 – 05/20 Children attend **five full-days** 8:15 AM - 2:45 PM

KinderBridge Half-Days are 8:15 AM – 11:15 AM for all KinderBridge students

KinderBridge Full Days are 8:15 AM – 2:45 PM for all KinderBridge students

Tuition may be paid annually* or in installments set up through “FACTS” our tuition management system.

*Note: Tuition discounts are available for multiple children in our program, Employees of Lutheran Church - Missouri Synod, parents currently active in the military, as well as for payment in full at registration. Please note that FACTS will charge a 2.85% fee for all payments made by credit card. FACTS will also require a \$50.00 fee to set up monthly payments or a \$20.00 one-time fee.

Repeated late payments may result in a request for your child to withdraw from the program. (A late charge of \$35.00 will be assessed for payments not received by the due date set up through FACTS.) **All outstanding tuition must be paid in full to retain your child’s placement for the following school year.** If the family plans to take an extended vacation, we request that the family notify the preschool. Tuition payments must be kept current during the family's absence to reserve the child's place in the program.

Withdrawal - When your child is enrolled in our preschool, it is expected that he/she will remain with us for the entire year. However, if it should become necessary for you to withdraw your child, we ask that you notify us in writing at least two weeks prior to withdrawal. This will give us time to notify a child from the waiting list so that they will be ready to start when your child leaves.

A child who has adjustment problems that would cause harm to him/herself or others and disrupt the program will be asked to withdraw. Nonpayment of tuition may also result in a request to leave the program. If we feel that your child should be withdrawn from our program, the director and the teacher will meet with the parents to discuss the reasons for suggested withdrawal.

Arrival and Dismissal Policy – Please be prompt when bringing or picking up your child!

Parents are asked to call the school office (586-781-9296 Option #3 or Ext. 131) if their child is ill or will not be attending school for any reason.

Arrival: The preschool entrance is **Door #13** on 24 Mile Road. When bringing your child to preschool, please remain in the hallway with your child until the teacher opens the classroom door. Outer doors will be locked during class times for the safety of the children.

Late arrivals must enter through the main school entrance (Door #25) on Romeo Plank Road.

Dismissal: It is important that parents arrive on time and wait in the hallway, to pick-up their child. We have observed that some children experience anxiety when parents are late. If an emergency arises and you are running late, please call the preschool office at 586-781-9296 Option #3 or Ext. 131 to leave a message. This way, we can assure your child that everything is fine and you will arrive shortly.

We will assess a late fee of \$10.00 for parents arriving between five and fifteen minutes after dismissal, plus an additional \$5.00 for every five minutes thereafter. The staff will be happy to stay with your child if we know there is a problem in advance. Our hope is that late fees will not be necessary.

Discipline Policy - Our staff uses positive Christ-centered methods of discipline. The children will learn the rules/limits of the preschool to ensure the safety and well-being of students and staff. In keeping with the belief that the early years of development are a time for establishing foundations for children, conflict resolution and "calm down" activities will be used as positive techniques in the classroom. The teacher-guided approach of conflict resolution will teach the children positive ways to settle disputes in the classroom, support language development, and enhance cognitive development. In addition, "calm down" activities will aid the children in developing self-regulation skills.

Calendar - The preschool will begin mid-September and conclude mid-May. A detailed calendar is available on our website at www.stpetermacomb.com. If it should be necessary to close school because of weather (or other emergency) check the following media sources for **St. Peter Lutheran - Macomb**: TV channels Fox 2, WDIV-4, WXYZ, WWJ-TV (CBS Detroit) and various Detroit radio stations or websites for same stations. Whenever possible, a message will also be sent to all parents through email.

Dress Code - Your child should dress in washable and comfortable play clothes that are appropriate to the weather. Elastic waistbands are best. A belt should not be worn unless the child is able to buckle and unbuckle it him/herself. *Each child must be able to remove clothing him/herself to use the bathroom.*

(Overalls can sometimes present a huge challenge for a young child.) Please label all outerwear with the child's name. The child's clothing should be marked for easy identification. Tennis shoes are preferred for the safety of the children.

The child must be trained in toilet routines that include the knowledge of when to use the bathroom and the ability to independently maneuver clothing. Training pants or disposable "pull-up" pants are not appropriate for preschool, with the exception of Little Wonders and Shining Stars students.

Field Trips - Students must be accompanied by their parents (or responsible adult) on all field trips. Maps and field trip information will be provided prior to the event. We ask that parents not bring siblings to the field trips as they are designed to be special times for you and your St. Peter Preschool student.

Supplies - A school supply list will be provided on our website: www.stpetermacomb.com. Each child should have a schoolbag large enough to contain projects, which also has handles or heavy straps. The child's name should be prominent on the front of the schoolbag.

A complete change of clothes should be placed in the child's school bag each school day.

Snacks - Each session the children will have a nutritious snack. Teachers will determine if children will bring their own snack each day, or if a student will bring a snack for their classmates on their scheduled snack day. A calendar will be made available to indicate dates for families' obligations. We ask that treats be nutritious and low in sugar. Please notify the teacher/director of any special dietary needs.

Parent/Teacher Communications - Parent-teacher conferences will be scheduled during the course of the school year.

The teacher is always willing to discuss a child's progress or problems with parents, but not at busy times and not in front of the child. Should you wish to talk with the teacher regarding the progress of your child, please schedule a time when your child is not present. Although we encourage you to keep open lines of communication with the teacher, we frown upon texting or answering calls during class. If you have an emergency, you must call the preschool office. We view ourselves as partners with you, not substitutes for you. Your young child is a precious gift from God. Let us know how we can best serve you and your child.

Health and Safety Policies:

Accident Policy - Our staff will do everything possible to provide a safe atmosphere for your child while he/she is attending St. Peter Lutheran Preschool. However, should an accident occur, our staff will take the following steps:

1. An adult will remain with the child at all times.
2. Basic first aid will be administered.
3. The parent will be notified immediately by phone call.
4. If necessary, an emergency rescue service or ambulance will be called.

Parent Notification Plan

An information card will be completed, containing home and emergency numbers, allergies and other appropriate information for each child.

Notification will occur at pick up time for minor injuries or incidents such as minor scrape on the knee that may only require staff to apply first aid, complete incident report, and notify parent at pick up time verbally and provide written injury report.

Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach parent the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents such as but not limited to head injuries or any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member/volunteer, alleged sexual contact between children or between a child and staff/volunteer, etc.

The child must be in good health with **all immunizations current***. The health form must be completed and signed by a physician before the child will be admitted into the program.

***Immunization waivers** must be obtained directly from the Macomb County Health Department and a copy given to the Preschool Office prior to start of school.

Pesticides: On occasion pesticides will be applied to the school property. If parents want to be notified, call the school office at 586-781-9296 for inclusion on prior notification list. Pesticides may be applied in an emergency situation without prior notification. If this happens, parents on the notification list will be notified after application occurs.

PRESCHOOL HEALTH CONCERNS

If staff or volunteers become ill while at preschool, they will be sent home to prevent further spread of illness. If children become ill while in our care, the child will be separated from the group to prevent further spread of the illness to other children. Parent or emergency contact person will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent.

Children, staff and volunteers cannot be present in the preschool and will be excluded if any of the following exist:

<u>Symptom:</u>	<u>Keep child home until:</u>
Fever over 100.3°	fever free for 24 hours without the aid of fever-reducing meds
Diarrhea / Vomiting	must be symptom free for 24 hours without the aid of meds
Communicable diseases	written documentation from a Dr. that child is clear to return <i>such as chicken pox, measles, ringworm, pinkeye, scabies, etc.</i>
Running nose	thick discharge subsides
Cough	cough diminishes
Red or Watery Eyes	eyes return to normal
Stomach ache	no further problem exists and child is eating normally
Ear ache	a Dr. examines the ears and clears the child to return to school
Rash	a Dr. determines (non-contagious) and clears the child return
Pale or flushed skin	color returns to normal
Draining sore	until drainage stops

If your child should contract a contagious condition of any kind, please notify the teacher.

When the preschool becomes aware of a communicable disease, centers are required to notify all parents by any of the following methods including, but not limited to:

- Posting the information in a visible location
- Sending home written notifications to parents
- Emailing parents
- Calling parents

Issues Pertinent to Little Wonders and Shining Stars Programs

Role of the Parent:

1. Each child must attend the program with an adult. One parent/guardian may come on a regular basis or parents may alternate according to your schedule. Background checks are required.
2. Always be alert to the children's safety. The purpose of this program is to experience the activities with your child; hence, being alongside your child is essential. This will also assist in safety precautions.
3. Active participation with your child is expected.
4. Ask questions if you are unfamiliar with materials used in any activity.
5. Allow children to do as much for themselves as possible. For example, allow your child to: choose an activity, the color of paint, marker, paper they would prefer, wash their own hands, help with cleaning up, etc.
6. Assist the teacher by being responsible for any toys or materials with which you and your child are involved. It is a privilege to share the classroom with others; hence, it is essential to leave the room better than we found it.
7. To allow the program to function as planned and to limit the number of people in our classroom, siblings may not attend.

Parent Notification of the Licensing Notebook Requirement Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

This notebook is located in the preschool office and is available to parents for review during regular business hours.

Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

A CHECKLIST OF PROCEDURES FOR LEGITIMATE CONCERNS

1. Parent(s) informally present concern(s) to the staff member involved.

If not resolved, the parent(s) should notify the preschool director in writing, of the concern(s).

If the concern involves the director, the parent should notify the principal in writing, of the concern.

2. The director (or principal) shall discuss the concern(s) with the staff member involved.
3. The director (or principal) shall respond to the parent(s) in writing, concerning the problem resolution.
4. If the concern continues, the parent(s) shall state the ongoing concern in writing, with documentation, and address it to the preschool committee.
5. The preschool committee will address the concern(s) at the next regularly scheduled meeting (second Wednesday of each month) and respond to the parent in written form as to the resolution of the concern(s).

Preschool Administrative Staff and Committee Members

Administrative Staff

Deb Lowry	(<i>Director</i>)	586-781-9296 Ext. 131
Maria Morelli	(<i>Financial Secretary</i>)	586-781-9296 Ext. 132
Kim Tebay	(<i>Administrative Secretary</i>)	586-781-9296 Ext. 125

Committee

Kathy Krause	(<i>Committee Chairman</i>)	586-677-7686
Lois Bellhorn		586-726-1646
Ruth Curtice		586-786-1231
Gwynn Oberly		586-383-3786
Staci Remley		586-215-5691
Debra Washburn		586-557-3877

Please print this page and return it to the Preschool Director:

PRESCHOOL HANDBOOK AFFIRMATION PAGE

I have read and understand the information presented in the St. Peter Preschool Handbook.

Print parent name _____

Name(s) of students _____

Parent/guardian signature: _____

Date: _____