

St. John's Lutheran Preschool



**Family Handbook
2010-2011**



St. John's Lutheran Preschool
410 Hwy NN
Mukwonago, WI 53149
(262) 363-4999

School Directory

Pastor Kieth Kuschel -- Home 363-9193 or Home Office 363-8627

Principal, James Schneck - Cell 262-378-0117 or School 363-4999

School Phone Number----- 363-4999

School Fax Number ----- 363-7383

Faculty

Miss Kattherine Nettlesheim (Preschool)----- 414-217-6955

Mrs. Marjorie Holz (Kindergarten) -----262-378-4357

Mrs. Julie Wagner (Grades 1 & 2)-----262-363-0677

Mrs. Amy Kuske (Grades 3 & 4) -----262-548-0689

Mr. Steven Toth (Grades 5 & 6) ----- 262-745-7101

Mr. James Schneck (Grades 7 & 8) ----- 262-378-0117

Board of Education

Tom Antczak ----- 262-642-7215

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Nondiscriminatory Policy

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

Purpose and Philosophy

It is the aim of St. John's Lutheran Preschool to provide a preschool experience that assists parents in nurturing the spiritual, physical, intellectual, emotional, and social development of their young children. We believe this is accomplished in an environment where children learn by hands-on, active experiences that are developmentally appropriate for preschool children. We believe that children will develop best when all experiences occur in an atmosphere of Christian love, care, trust, and respect.

Goals

- To assist parents in teaching their children about Jesus
- To help children grow spiritually and share their faith
- To provide a setting where children will feel free to explore and learn through active learning experiences
- To develop physical skills; both large and small motor skills
- To promote language development
- To encourage social and emotional growth by learning to share, cooperate, and make decisions through the use of play

Curriculum

St. John's Lutheran preschool is based on the philosophies, principles, and guidelines of the Wisconsin Evangelical Lutheran Synod and the procedures and processes of, but not limited to, the High/Scope preschool curriculum as listed on the next page. Through these processes we foster the development of the whole child. This includes motor skills learning, social learning, intellectual learning, emotional learning, and the learning of spiritual truths.

Creative Representation

- ›Recognize objects by sight, sound, touch, taste, and smell
- ›Imitating actions and sounds
- ›Relating models, pictures, and photographs to real places and things
- ›Pretending and role playing
- ›Making models out of clay, blocks, and other materials
- ›Drawing and painting

Language and Literacy

- ›Talking with others about personally meaningful experiences
- ›Describing objects, events, and relations
- ›Having fun with language: listening to stories and poem, making up stories and rhymes
- ›Writing in various ways: drawing, scribbling, letterlike forms, invented spelling, conventional forms
- ›Reading in various ways: reading storybooks, signs and symbols, one's own writing
- ›Dictating stories

Initiative and Social Relations

- ›Making and expressing choices, plans, and decisions
- ›Solving problems encountered in play
- ›Expressing feelings in words
- ›Participating in group routines
- ›Being sensitive to the feelings, interest and needs of others
- ›Taking care of one's own needs
 - ›Building relationships with children and adults
- ›Creating and experiencing collaborative play
- ›Dealing with social conflict

Movement

- ›Moving in nonlocomotor ways (anchored movement: bending, twisting, rocking, swinging one's arms)
- ›Moving in locomotor ways (nonanchored movement: running, jumping, hopping, skipping, marching, and climbing)
- ›Moving with objects
- ›Expressing creativity in movement
- ›Describing movement
- ›Acting upon movement directions
- ›Feeling and expressing steady beat
- ›Moving in sequence to a common beat

Music

- ›Moving to music
- ›Exploring and identifying sounds
- ›Exploring the singing voice

›Developing melody

- ›Signing songs
- ›Playing simple musical instruments

Classification

- ›Exploring and describing similarities, differences, and the attributes of things
- ›Distinguishing and describing shapes
- ›Sorting and matching
- ›Using and describing something in several ways
- ›Holding more than one attribute in mind at a time
- ›Distinguishing between "some" and "all"
- ›Describing characteristics something does not possess or what class it does belong to

Seriation

- ›Comparing attributes (longer/shorter, bigger, smaller)
- ›Arranging several things one after another in a series or pattern and describing the relationships (big, bigger, biggest, red/blue/red/blue)
- ›Fitting one ordered set of objects to another through trial and error (small cup—small saucer/medium cup—medium saucer/big cup—big saucer)

Number

- ›Comparing the number of things in two sets to determine "more," "fewer," "same number"
- ›Arranging two sets of objects in one-to-one correspondence
- ›Counting objects

Space

- ›Filling and emptying
- ›Fitting things together and taking them apart
- ›Changing the shape and arrangement of objects (Wrapping, twisting, stretching, stacking, enclosing)
- ›Observing people, places, and things from different spatial viewpoints
- ›Experiencing and describing positions, directions and distances in the play space, building, and neighborhood
- ›Interpreting spatial relations in drawings, pictures and photographs

Time

- ›Starting and stopping an action on signal
- ›Experiencing and describing rates of movement, and time intervals
- ›Anticipating, remembering, and describing sequence of events

Hours

St. John's Lutheran preschool operates September through the end of May. Classes for three year old children are held on Tuesday and Thursday with a choice of either AM or PM sessions. Classes for four year olds are held on Monday, Wednesday, and Friday with the choice of either AM or PM sessions. All morning sessions are from 8:30 to 11:15. Afternoon sessions are from 12:30 to 3:15.

Fees

A \$50.00 fee is due upon registration to hold a place for your child in the program. Preschool fees for members of St. John's and nonmembers are \$875.00 per year for three year olds and \$1100.00 per year for four year olds. These fees are broken down into four equal payments. **All school fees are expected on or before the 1st day of each of the four quarters. If payment is not received prior to the start of any quarter, your child will NOT BE ABLE to attend class. Any deviation from the above procedure must have the approval of the board of Christian Education.** A classroom supply fee of \$35.00 is due by August 6, 2010. This fee covers the cost of school supplies for the school year.

St. John's Christian Education Board does not want school fees to interfere with anyone's intent of obtaining Christian education for their child. If anyone needs special arrangements or consideration, please do not hesitate to contact the principal or board member.

Eligibility

In order to be eligible for participation in our preschool programs children must be toilet trained.

Children who are age three years old by September 1st may enroll in our three year old program. Children who are four years old by September 1st may enroll in our four year old program.

There is a limit of ten children per three year old session and twelve children per four year old session.

Dismissal

St. John's Lutheran preschool will dismiss children from our program who have any physical or emotional problems that the preschool cannot adequately meet.

-Children will also be dismissed if the classroom supply fee, enrollment forms, and/or health and immunization records are not returned to St. John's School office by August 6, 2010 or if they are returned incomplete.

Registration

Preschool registrations for the 2010-2011 school year are accepted starting in January 2010. Registrations will be accepted in the following order: Families who are members of St. John's Lutheran congregation and other Wisconsin Evangelical Lutheran Synod congregations will have the first opportunity to register. Families who currently have their children in our preschool program and are not members of St. John's or other WELS congregations will have opportunity to register next, and then registration will be open to the community at large.

Health

-Wisconsin law requires all children in school to be up to date on their immunizations; therefore, all children must have a student immunization card on file at the school before the end of August. All children shall have a check up before school and have a form signed by their doctor. The immunization forms and physical forms can be obtained at our school office.

-Please report any contagious disease your child may have. We must have a health department release to allow your child to re-enter school if he/she has had a contagious disease such as chicken pox, etc. We will let all preschool families know of any exposure to contagious diseases.

-If your child becomes ill at school, you will be called immediately. In case of an emergency, we will call the hospital and then the parents.

-According to State law, we must report any case of suspected child abuse.

-Medication for preschool children is to be administered by their parents. Permission forms are required if you are asking the teacher to administer emergency medication from home such as inhalers. The school will not provide any medication.

Arrival and Departure

Children must be brought to the classroom by an adult. The adult must sign the child in by writing his/her name in the sign-in book. Children should arrive no more than ten minutes prior to their sessions starting time!

Children should be picked up at the front doors of the school. Parents may meet between the front doors in inclement weather but they may not enter the school building. Parents must sign their child out before leaving. Children will only be released to their parents or authorized persons listed on the pick up authorization form. A picture id is required for those picking up your child.

Absent Days

If you will not be bringing your child into school for any reason you will need to call the school office prior to the session's starting time.

School Closings

In the event of inclement weather, the announcing of school closings will be heard on WTMJ 620 AM radio and WKTJ 94.5 FM. If you are in doubt as to a school closing, call the principal, not the radio station. School closings will also be announced on TV channels WISN 12 and WTMJ 4.

In the event that the preschool teacher becomes sick, school will be canceled for the day. The make-up day(s) will be added to the end of the school year.

School Bag

A school bag is vital since your child will be bringing home notes and projects on a regular basis. PLEASE MAKE SURE THE BAG IS BIG ENOUGH TO FIT A FOLDER INSIDE. A SCHOOL BAG IS REQUIRED TO BE BROUGHT TO SCHOOL EVERY DAY!

Items that need to stay at home

Our preschool program provides all toys and materials that your child will need throughout the day. Therefore, we ask that children do not bring toys from home for general play. We are not responsible for personal items that are lost or broken.

Dress/Extra Clothes

-Children should wear comfortable play clothes. Clothing should allow for free movement so the children can participate in all activities. The clothes should also be compatible with activities that could be messy.

- We also highly recommend that your children wear tennis shoes to keep their feet free from injury while on the play set, wood chips and all other areas of the school grounds.

CHILDREN ARE NOT TO WEAR OPEN BACK SHOES SUCH AS FLIP FLOPS OR CLOGS.

-Girls who wear dresses should wear a pair of shorts under the dress.

-An extra set of clothes MUST be kept at school in case of accidents. This includes pants, shirt, underwear, and socks.

School Supplies

Classroom supplies such as markers, glue, art supplies, etc. are purchased by the teacher. This ensures quality products that will withstand their use by a number of young children. We therefore charge a \$35.00 non-refundable fee per child for the year to cover the cost of these items. The fee must be paid in full by August 6, 2010 to ensure that all supplies can be ordered and received before the school year.

Snack

Children bring their own snacks and drink to school each day in a lunch bag labeled with his/her name. Parents are to provide snacks and drinks that are nutritious and promote healthy living. **Absolutely no nuts or peanut butter snacks will be allowed in the classroom.** Parents are to provide snacks that do not need heating or refrigeration.

Field Trips

We will be going on fieldtrips throughout the school year whenever possible. Both AM and PM sessions will be combined to go on a trip at one scheduled time. This means that if the trip is in the morning there will be no afternoon session of preschool because your child will have attended the trip in the morning. If the fieldtrip is in the afternoon there will be no morning preschool session because your child will be attending the trip in the afternoon. Permission forms will be sent home for each field trip and must be signed and returned. Parents transport their own children on field trips. In the event that a parent is unable to transport their child, a person who is on their child pick-up form may transport their child with the written permission of the parents. Children must be in proper safety restraints.

Special Days

We will be having parent and child classroom days for Thanksgiving and Easter. Parents are to attend these days and spend time with their child playing games, making projects and enjoying a snack! These days also give parents the opportunity to meet other parents of our preschool. In the event that a parent cannot attend another adult such as a grandparent must attend the party. Siblings are welcome on these special days.

Classroom Volunteers

Members of St. John's Lutheran congregation volunteer their time in the preschool classroom. Parents may feel free to visit the classroom after contacting the teacher.

Communication

We encourage open lines of communication with our parents. Please feel free to call your child's teacher between 8:00AM and 8:20AM and after 3:30PM at the school. If you should call during our class hours and we are unable to answer the phone, the secretary or answering machine will take your call and your child's teacher will return your call when possible.

--Weekly notes will be sent home to inform parents of the week's activities.

--Parent teacher conferences will be scheduled at least once a year. Parents, however, are encouraged to contact the teacher at any time during the year!

--Progress reports of the children will be given to the parents after each semester of school is completed.

--A parent information board is provided outside of the classroom to keep parents up to date on classroom activities.

Classroom Guidelines and Discipline

At St. John's Lutheran Preschool children will be disciplined with Christian love, support, and forgiveness. Teachers use positive and gentle disciplining methods to help children learn to respect God, their teachers, parents, and friends. If the child continues to disturb the class a "time-out" area may be used. In extreme cases the child's parents will be contacted.

Classroom Guidelines

1. Be kind to others
2. Use your words and inside voice
3. Listen while others talk
4. Keep hands to self
5. Walk in the room and halls

One, Two, Three

One=Warning

Two=Warning

Three=Time out

This is done via use of voice command or hand signal and mainly during teacher directed parts of the day.

Steps in resolving conflict

1. Approach situation calmly, stopping any harmful actions.
2. Acknowledge children's feelings
3. Gather information
4. Restate the problem
5. Ask for ideas for solutions and choose one together
6. Give follow-up support

This is mainly used during non-teacher directed parts of the day.

We ask that parent's refrain from standing in judgment over the disciplinary actions of the school. If any misunderstandings or problems should arise in regard to discipline, we expect that parents will discuss them with teachers in a manner which is pleasing to the Lord and becoming to a Christian.

Example of a 3 Year Old Daily Routine

8:30/12:30 Table Time

Children work with various small manipulatives - building fine muscle control, working on pre-math skills, and more.

8:40/12:40 Bible Story Time

At this time children will listen to, retell, or act out Bible stories. Simple songs and prayers will be taught as the children learn to praise their Savior.

8:55/12:55 Activity Time

Children work on projects that are related to the circle time activity. The children are given a common set of materials and adults support them as they use the materials to create and explore.

9:15/1:15 Circle Time

Children listen to stories as they develop an awareness of concepts of print. Various songs and fingerplays related to our daily activities are taught and basic music concepts are introduced (tempo, volume, etc). During this time, the children also take turns using the bathroom.

9:30/1:30 Outside/Gym Time

Children run, move around, and socialize in ways that they are not allowed to in the classroom.

10:00/2:00 Snack Time

Children have the opportunity to enjoy their snack while practicing good table manners, interacting with their classmates, and learning to clean up after themselves.

10:15/2:15 Work Time/Play Time

During work time children will play in the areas that they choose. Social skills will be developed as they interact with others. Life skills are also fostered as they dress up and act out every day situations.

11:00/3:00 Clean Up Time

Children clean up the toys that they were playing with.

They also learn to help one another and how to care for toys in a proper manner.

11:05/3:05 Pack-up to Go Home/Closing Prayer

11:15/3:15 Dismissal

Example of a 4 Year Old Daily Routine

8:30/12:30 Journal/Table Time/Small Group Time

At this time the children will write, color, and draw in their journals. Small groups of children will also work with the teacher on learning activities. Children also work with learning manipulatives and other table toys as they greet their friends.

8:45/12:45 Bible Story Time

At this time children will listen to, retell, or act out Bible stories. Simple songs and prayers will be taught as the children learn to praise their Savior.

9:00/1:00 Circle Time

Children listen to stories as they develop an awareness of concepts of print and other pre-reading skills. Various songs and fingerplays related to the season, our daily activities, and more are taught. Basic music concepts are introduced (tempo, volume, steady beat, rhythm, etc). During this time, the children also take turns using the bathroom.

9:15/1:15 Outside/Gym Time

Children run, move around, and socialize in ways that they are not allowed to in the classroom. Children also have the opportunity to enjoy God's wonderful creation as they observe weather changes and other aspects of nature outside.

9:45/1:45 Snack Time

Children have the opportunity to enjoy their snack while practicing good table manners, interacting with their classmates, and learning to clean up after themselves.

10:00/2:00 Planning Time

Children decide where they would like to play and express their decision through their words, actions, drawings, and a variety of other ways.

10:05/2:05 Work Time/Play Time

During work time children will play in the areas that they choose. Social skills will be developed as they interact with others. Life skills are also fostered as they dress up and act out every day situations.

10:30/2:30 Clean Up Time

Children clean up the toys that they were playing with. They also learn to help one another and how to care for toys in a proper manner.

10:35/2:35 Recall Time

Children learn to express themselves in words by remembering and explaining what they did during work time.

10:40/2:40 Activity Time

Children work on projects that are related to the concepts presented for the day. The children are given a common set of materials and adults support children as they use the materials to create and explore.

11:05/3:05 Pack Up to Go Home/Closing Prayer

11:15/3:15 Dismissal

--All daily routines will be revised and scheduled in accordance with the needs of each individual class. This will allow optimum learning experiences!

Notes