

Dear Parents,

St. Paul Lutheran Preschool is delighted to welcome you and your child to our 2018 - 2019 school year! We are honored that you have chosen us to gently guide your child through this stage of their development. At St. Paul Lutheran Preschool, we strive to be an extension of the warm loving environment your child experiences at home. Within a loving safety net, we focus on the great work of play, forming friendships, and giving your child a great positive and memorable first school experience to follow them through life. Our Theme Model Based Curriculum with Christian values allow for your child to learn and grow spiritually, academically, socially and emotionally in a family-oriented institution.

Our program is designed to ignite the natural flame of curiosity and wonder, and then nurture each child's unique talents and gifts as catalysts to further learning. From our preschoolers to our school-age children, each child is celebrated for their individuality, esteemed as a valuable member of our school, and inspired to be their very best! Very soon your child will be meeting new friends, acquiring new social skills, and exploring new interests all in a relaxed atmosphere. We're looking forward to the first day of school!

Mission Statement

The mission of St. Paul Lutheran Preschool is to provide developmentally age appropriate activities that stimulate physical, social, academic, emotional, and spiritual growth of children and to develop such aspects as fine and gross motor skills, problem solving, creative expression, and positive social interactions, in a Christian environment.

The teachers of St. Paul Lutheran Preschool subscribe to a child-initiated and teacher-guided philosophy. They offer a wide range of experiences affording children many opportunities for inquiry and exploration. Our teachers allow children to make their own choices and develop through experience. Teachers present ideas in a bias-free way fostering critical thinking. We recognize that children develop within a range, and we rejoice along with the children as they grow in pride over each new milestone.

Goals

- To provide a kind atmosphere of acceptance and nurturing where children feel accepted and comfortable.
- To foster the development of a healthy self-image.
- To offer each child an enjoyable and successful first school experience.
- To provide a wide variety of new experiences for children through sensory, kinesthetic, and social play.
- To introduce processes that children will be exposed to in school.
- To stimulate creativity and imagination.
- To teach children that they are unique individuals that are fearfully and wonderfully made.
- To encourage children to work and play cooperatively with others.
- To allow children the opportunity learn through experience and inquiry.
- To promote independence.

ENROLLMENT PROCEDURES AND IMMUNIZATION

To enroll and attend St Paul Preschool you must provide the following:

- ✓ Copy of Updated Immunization Records – or State of Alaska Granted Waiver
- ✓ Signed Emergency Card
- ✓ Change of Clothes, 2 Sets
- ✓ Diapering Supplies
- ✓ Registration Packet and Fees
- ✓ Emergency Disaster Kit

All students must have valid immunization records prior to attending at St. Paul Preschool. This is in accordance with the State of Alaska Department of Health and Human Services regulations.

A child enrolling must be **two years of age before they can attend.** A child enrolling in our 2-Year-Old Program does not need to be toilet trained. A child enrolling in our Full Day/Extended Day program must be **two to eight years of age.**

Our preschool does not discriminate against students with special needs. It must be determined, however, if those needs can be met with the resources available at St. Paul Lutheran Preschool.

Withdrawal:

It's our goal to create a secure and comfortable environment for the entire family. If you do need to withdraw your child, we require two weeks' notice prior to withdrawal from preschool. This advance notice allows us to make staffing changes and notify waiting families that a spot has become available. If you do not give us two weeks' notice, we will assess a **\$100.00 early termination fee** to your final bill.

Dismissal:

In the unlikely event that it becomes necessary to remove your child from the program, a conference with the teacher, Director and parent/guardian will take place before any final decisions are made.

Reasons for dismissal may include, but not limited to:

- Non-payment of tuition
- Failure to keep and provide updated paperwork
- If Child is absent from the preschool for more than two weeks consecutively with no prior notice given.
- Inappropriate behavior including violence, tempers, destruction of property, hitting, and other harm to self, students or teachers.

CLASS SCHEDULES AND TIME:

- Toddler Time & Busy Bees: 8:30-11:30 AM
- Afternoon Toddler Time: 2:30 – 5:30 PM
- Little Explorers & Discoverers: 8:45-11:45 AM
- Afternoon Adventures: 2:00 – 5:30 PM
- Full Time: 7:00 AM – 5:30 PM

Sample: Preschool Schedule:

8:15-8:30 Hellos
8:30-8:45 Exploration Play
8:45-9:00 Morning Table Work (puzzles, playdough, coloring, fine motor activities, etc.)
9:00-9:20 Circle Time (Teacher lead finger plays, flannel board, stories, etc.)
9:20-9:50 Gross Motor Adventures
9:50-10:00 Restroom Break
10:00-10:20 Snack
10:20-10:30 Community Clean up
10:30-11:00 Outdoor Play or Vigorous Indoor Movement (Bad Weather Days)
11:00-11:30 Story Time & Review the Day

Extended Day Program:

Any hour arrangement from 7:00 am to 5:30 pm

EXAMPLE OF DAILY EXTENDED DAY SCHEDULE

7:00-8:15 Children Arrive/Free Play
8:15-8:30 Children Arrive to Classrooms
8:30-8:45 Free Play
8:45-9:00 Morning Table Work (puzzles, playdough, coloring, fine motor activities, etc.)
9:00-9:20 Circle Time (Teacher lead finger plays, flannel board, stories, etc.)
9:20-9:50 Choice Time (Centers Time Play/Art: blocks, dramatic play, table toys, sensory, etc.)
9:50-10:00 Restroom Break
10:00-10:20 Snack
10:20-10:30 Clean up
10:30-11:00 Outdoor Play or Vigorous Indoor Movement (Bad Weather Days)
11:00-11:30 Story Time & Review the Day
11:30-11:45 Free Play
11:45-12:00 Restroom Break
12:00-12:30 Lunch
12:30-2:30 Nap/Rest Time/Yoga/Outside
2:30-3:00 Exploration Play
3:00-3:10 Restroom Break
3:10-3:30 Snack
3:30-4:00 STEAM Activity
4:00-4:30 Homework Assistance
4:30-5:30 Outdoor Play or Vigorous Indoor Movement (Bad Weather Days)

St. Paul Lutheran Preschool provides families with a yearly calendar that will include closures that will be included in-service day, holidays, and vacation time. This calendar is subject to change due to weather and natural disaster. If this were to happen parents will be informed through email and Facebook.

Children enrolled in Extended Day program will be included in the morning preschool program. In the afternoons, each child will be able to participate in a STEAM activity and Homework Help.

HOURS OF OPERATION

School Year (September 1st – May 31st)

7:00 AM - 5:30 PM

Summer Hours (June 1st-August 31st)

7:30 AM -5:30 PM

REGISTRATION FEE, TUITION AND BILLING:

There is a non-refundable registration fee of \$ due at the time of registration.

Monthly tuition rates are as follows:

- Two Day Tuition.....\$175.00
- Three-Day Tuition.....\$210.00
- Four-Day Tuition.....\$280.00
- Five Day Tuition.....\$350.00

Monthly tuition for preschool is **due the 1st of the month**. If tuition has not been paid by the 5th of the month, a **\$50.00 late fee will be added to your statement. Once your bill is 30 days or overdue your child will no longer be allowed to remain in school until the account is paid in full.** They may re-enroll after the account is paid in full and if there is space available.

We offer a sibling discount of 15% off the second tuition. Drop in care is not included

Hourly drop in is available with a 24-hour notice

- Family will also be charged a minimum of 2 hours
- No shows will still be charged

Hourly Drop in Prices

2 year olds: \$7 an hour

3 – 8 years old: \$6 an hour

Monthly tuition is due regardless of the number of days your child attends. Absences due to family vacations, illnesses, school holidays/closures or other events are non-refundable.

COST AND BILLING FOR THE EXTENDED DAY PROGRAM

If your child needs extended hours, you will pay the standard preschool rate plus \$6.00 (\$7.00 for two's) for each additional hour of care.

If your child needs Full Day care (more than 5 hours per day)

Full Time\$695.00 (includes Preschool Tuition)
Afternoon Adventures.....\$330.00

There is a monthly cap of \$695.00 per student per month.

ARRIVAL AND DISMISSAL PROCEDURES:

Please walk your child into the school, sign them into the binder located by the office, it is also the parents responsibility to make sure that the child is in designated classroom and settled before leaving. If you bring your child earlier than 15 minutes before class time, you will be charged a **\$6.00 early drop off fee (\$7.00 for two-year-old friends)**. It is also important that your child be picked up promptly at the end of each school day. After 15 minutes, your child will be placed in the Extended Day program, and you will be charged accordingly at a rate of **\$6.00 an hour (\$7.00 for two-year-old friend)**. It can be frightening for children to be left at school when they expect their parents to be there. It is also inconsiderate to staff members who have preparations to make for the next class session. **Please be on time for when school begins and ends.**

RELEASE:

Children will be released only to parents or to another person authorized by the parent. If your child is to ride with someone other than designated guardians or those on the authorized pick up list, **St. Paul Lutheran Preschool will need a written note from you, if a car seat is required than we will also need a car seat.** A picture I.D. may be requested to verify the identity of the person you have authorized. Non-custodial parents will need written authorization from a custodial parent. Please notify the staff of any changes in your child's pickup procedure prior to the effective day. Thank you for your cooperation; this is important for the safety of your child.

Note that staff members are required by law to contact the Kodiak Police Department if they suspect alcohol and/or drug use on the part of any person picking up the student(s). However, the school cannot prevent the person from leaving the premises with the student(s) if that person is authorized to do so. Our number one priority is the safety of our students and staff.

CONFIDENTIALITY OF STUDENT RECORDS:

Student records are open only to the staff of the preschool, an authorized employee of the licensing agency, or a child's parent or legal guardian. The staff does not discuss personal information about your child with outside parties.

EMERGENCY CARE:

If emergency medical care is needed for your child, a reasonable effort will be made to contact you. If you or an emergency contact cannot be located, the necessary medical transportation and treatment will be administered at your expense.

INSURANCE AND LICENSING:

St. Paul Lutheran Preschool has liability insurance that covers the children and staff. Our preschool is licensed by the State of Alaska for children ages 24 months through 8 years of age with a maximum number of 42 students and follows all rules and regulations set by the Alaska Child Program Office. If you have any questions or complaints, you may call their office at: 1.888.268.4632

PARENTS ARE WELCOME:

We have an open-door policy, so please feel comfortable to visit us at any time. We also welcome your participation as a classroom helper, fundraiser coordinator, regular maintenance, and field trip volunteer. St. Paul Lutheran Preschool will conduct a parent committee meeting monthly, look for dates on parent board, Facebook, and email. It's a great time for you to hear the comings and goings of the preschool, fundraising, budgeting, and long-term projects. Lastly, it's a quiet time for you to meet your child's teachers and ask any questions.

NEW STUDENTS:

If this is your child's first experience with school, be prepared for an adjustment period. It is sometimes traumatic for children to separate from their parents. We offer these suggestions:

1. Don't linger at saying goodbye, but be sure to say goodbye.
2. Assure your child that you will be back at a specific time (make an effort to be back at that time.)
3. Speak positively about the preschool experience.
4. Ask your child about the day when you pick him or her up.
5. Feel free to call whenever to check on your child.

PERSONAL BELONGINGS TOYS:

Children can bring toys from home **only on show and tell days**. If a child brings a special toy from home, we cannot guarantee it won't get lost. If the item becomes a distraction, we will put it in the child's cubby or the teacher will hold it until parent arrives. **Toy guns, violent action figures, or other weapons are not allowed at any time.** Violence in schools is a serious issue, and preschool is the time to begin teaching young children that school and weapons do not mix. **Firearms and ammunition in a childcare center are prohibited in accordance with 7AAC 10.1080 (c).**

CLOTHING:

Preschool can be a very messy business! Gently used and/or washable clothing is important. We ask that you make sure your child is dressed in clothing that is **appropriate for the weather**. Children are required to wear rain gear and warm coats, mittens, boots, and hats in bad weather. If your child is participating in our program and is not fully toilet trained please provide us with a package of size appropriate disposable diapers, one container of wipes, necessary diapering creams for your child along with an additional change of clothing. Everything must be clearly marked with the child's name. Notes will be sent home when your child's supplies are running low.

ILLNESS & MEDICATIONS:

Please do not bring your child if they are ill. Being at school doesn't make sick children feel any better, and it can infect the other students and staff. Children must be fever-free for a minimum of 24 hours before coming back to the Preschool or the Extended Care. Children with communicable infestations such as ringworm, lice or with contagious infections such as conjunctivitis (pinkeye) or chicken pox should not be sent to school. If your child becomes ill during the day, a staff member will call you or your other listed contacts to make arrangements for your child to be picked up. A child who develops a temperature of 100 or higher will be sent home immediately. **Staff members are not allowed to administer any medication to children at the facility.** Children who require medication during school hours must be dosed by a parent or Director authorized form provided by St. Paul Lutheran Preschool. All medications, including cough drops, may only be kept in the School Office.

SERVICE/VOLUNTEER HOURS:

We encourage parent/family involvement; parents may contribute service hours as follows:

- 2-day class = 4 hours per semester
- 3-day class = 6 hours per semester
- 4-day class = 8 hours per semester
- 5-day class = 10 hours per semester

There are many ways parents can help. If you have completed volunteer time, please fill out a slip and submit to the office. The school office keeps track of parent involvement each month. If at the end of the January and the end of May, you have not volunteered in any capacity, we will assess a **\$50.00 Volunteer Fee to you invoice.**

GUIDANCE AND DISCIPLINE:

The staff at St. Paul Lutheran Preschool believes **that discipline is not something you do to a child, but rather an opportunity to teach a child.** Giving positive verbal rewards encourages acceptable behavior and reinforces children's positive feelings about their behavior. The school uses a combination of techniques to help each child learn to behave in acceptable ways. These techniques include: reinforcement of positive behaviors, reminding the child of the expected behaviors, redirecting the child's attention, and moving the child into a time out situation to reflect. A time out is not punishment; rather, it is an opportunity for a child to calm down and consider the positive consequences of acceptable behavior. No time out period will be longer than the Childs' age. (Age 3 = 3 minutes).

Corporal punishment is NOT ALLOWED at St. Paul Lutheran Preschool. Children will not be hit, slapped, spanked, yelled at, or humiliated in any manner while attending this preschool. If behavior problems persist, a conference with parents might be scheduled so we can discuss ways of helping a child learn to behave in acceptable ways. Furthermore, consequences will not and cannot be associated with food, rest, toileting, or the removal of a child from other children for longer than 10 minutes.

If a child causes harm to oneself or to another child (biting, hitting, choking, etc.) an Incident Report Form will be filled out and parents will be notified. We want to work with families; however, if three Incident Report Forms are filled out this will necessitate a conference and your child may be dismissed from our program.

TOUCH POLICY:

Our staff is committed to providing a warm and caring environment for each child. The appropriate touches are: hugs, lap sitting, and reassuring touches on the shoulder. Inappropriate touches are forced good byes, corporal punishment, slapping, striking, pinching, and tickling for prolonged periods of time, fondling or molestation.

WEEKLY ACTIVITIES

MUSIC MONDAY:

St. Paul Lutheran Preschool designates 20-minutes every Monday with our music teacher Ms. Jamie. The idea of this program is to provide students with stimulating music that they can sing along to also giving them gross motor opportunities.

THANKFUL THURSDAYS:

St. Paul Lutheran Preschool participates in a 15-minute chapel led by the Pastor Mark member. These worship experiences involve singing of traditional Christian songs, movement, Bible stories, and a short prayer.

Our preschool is governed by the Lutheran Church Council. If at any time, you have concerns about our program or if you would like more information regarding the Lutheran Church Community, please call 907.486.3632

FIELD TRIPS/COMMUNITY VOLUNTEERS:

At times throughout the year we may bring in outside guests and/or provide opportunities for field trips. We will need parent volunteers to help facilitate these programs and/or provide transportation and help during our visits. You will be notified before each trip. The field trip permission slip found in your child's enrollment packet is effective for the entire school year. If your child is 40 pounds or more and you feel that he/she does not need a car seat, you must sign the waiver in your child's enrollment packet. A booster seat would still be required. **You must bring a car seat or booster for your child's use for each field trip.**

TRANSPORTATION:

St. Paul Preschool does not provide transportation to or from the facility for care. In the event a child must be transported; the child's parent will sign a waiver and the parent will provide a car seat.

PRESCHOOL SNACKS:

We have a parent-share program for providing daily snacks. This means that parents will be providing the class with their daily snacks. Your child's teacher will assign your snack dates and inform you about the special dietary needs that any children might have. If your child has a food allergy, please make arrangements with their teacher to have an alternate snack item on hand that is safe for your child to have so they will always be able to participate in snack time. Please provide enough snacks for the entire class including the teachers. If your child is enrolled for extended day, please provide a lunch, afternoon snack daily, and a water bottle.

If a parent repeatedly misses their schedule snack day a **\$10.00 Snack Charge will be added to your bill.**

LUNCH AND SNACKS – EXTENDED DAY PROGRAM

You will need to bring a lunch for your child if he or she will be attending at lunchtime. Lunch is served at 11:30 for Toddler Time and Busy Bee students and 12:00 for Little Explorer's and Discoverers. **The lunch needs to be already prepared.** Please include in your child's lunch a snack for them to have in the afternoon if they are staying beyond 3 pm. All food items must be marked clearly with child's name and date.

COLD WEATHER OUTDOOR PLAY:

Outdoor play will be a part of our daily activities 99.9% of the time. When outdoor play is not an option due to extreme weather, indoor vigorous play will be substituted. Please dress your children for the weather as we do go outside to run and play. Snowsuits, raingear, gloves, hats, boots, coats, etc. are required.

WINTER WEATHER PROCEDURES:

During the winter, there's a chance that we might get enough snow or ice to create dangerous driving conditions. For the safety of both the students and the staff, the preschool might close during these times. We will also need to close the school when there is a power outage. **Once a decision to close the school is made, it will be announced on the local radio stations and on our Facebook page.** We will decide to close as early as possible to allow parents time to arrange for alternate care.

COMPUTER & T.V. VIEWING POLICY:

We use media to enhance our student's learning daily. In this event, the video will be age-appropriate and connected to that day's lesson. Movies will be shown for special occasions and parents will be notified prior to.

ANIMALS:

From time to time, the classes at the preschool might have animals as visitors or pets in the rooms. The children will have supervised access to these animals. Parents will be notified when animals will be at the school.

FIREARMS:

No firearms are allowed on the premises of St. Paul Lutheran Preschool.

TSUNAMI OR OTHER NATURAL DISASTER PROCEDURES:

St. Paul Lutheran Preschool is located above the high-water mark of 100 feet. In the event of an actual tsunami, a warning, or other emergency during the school day, students will not be released from the preschool except to their parent(s) or to someone specifically authorized in writing by the parent(s).

DISASTER KIT:

We are required by state law to maintain a Disaster Kit that contains first aid supplies, blankets, and a supply of food and water for 3 days for each child in our care. We ask the parents to provide a backpack labeled with the child's name and to include the following items:

- Blanket
- Non-perishable food for 3 days
- Comfort Item (small stuffed animal, doll etc...)
- Change of clothing

The preschool will supply the water. We will keep the children's backpacks in totes for each class to complete our Disaster Kit. Your child's backpack will be returned to you when your child leaves our care.

St Paul Lutheran Church is a community emergency shelter.

HIGH RISK ACTIVITIES:

St. Paul Lutheran Preschool will prevent exposure of children to individuals, animals, and situations known to be of danger. We will document and ask parent permission if/when a child is to participate in a high-risk activity.

LIBRARY VISITS AND BOOK CLUB:

We participate in a book club for our preschoolers and encourage library visits at our school. We do this to emphasize the importance of reading in your child's life. One of the most important things you can do to foster a lifelong love of reading is to read to your child. These clubs offer a variety of quality books at reasonable prices. Your purchases also benefit the school by allowing us to add to our library. You are helping both your child and the school when you purchase a book. Participation is voluntary.

SMOKING POLICY:

St. Paul Lutheran Preschool is a smoke-free environment.

CHILD ABUSE AND NEGLECT PROCEDURE:

Alaska State statutes require that licensed childcare facilities report all incidents of suspected or actual abuse or neglect of children. The staff at St. Paul Lutheran Preschool is therefore obligated by law to report such incidents within 24 hours to the Alaska State Office of Children's Services.

NONDISCRIMINATION POLICY:

St Paul Preschool has a nondiscriminatory policy as to students and therefore does not discriminate against students and their families based on race, color, religion, and national or ethnic origin.

COMPLAINTS:

The Alaska Department of Health and Social Services, Child Care Programs Office, is the agency mandated by law to license child care facilities. This agency monitors and investigates complaints involving violations of child care licensing regulations. If you are dissatisfied, please talk with the day care provider first. If the problem is not resolved to your satisfaction, please notify the director. If you feel your concerns have still not been adequately addressed, you can contact:

State of Alaska
Department of Health & Social Services/ Division of Public Assistance
Licensing Specialist
1-888-268-4632

POLICY ON SUBSTITUTE PRESCHOOL AND EXTENDED DAY PROGRAM TEACHERS

Teachers get sick, have family emergencies that require them to occasionally miss work. In that event, our programs will utilize substitute teachers. We will attempt to use in house substitutes first and then pull from our list of available substitutes. Parents will be notified when dropping their child off that there is a substitute teacher, why and for how long the substitute will be working.

POLICY ON REGULAR VOLUNTEERS

Regular volunteers will be under the supervision of the teacher with whom they are working, the Director and Assistant Director and will be evaluated on a regular basis. Volunteers must meet the same state requirements as regular staff.

FUNDRAISING

Our school participates in many fundraising outreach programs that include but are not limited to bake sales, rummage sales, Silvergraphics, spaghetti dinner, touch the truck event, pancake parties, book sales and silent auctions. In addition, we regularly apply for grants and corporate donations. All the proceeds from these events benefit the school and your children.

EXTENDED DAY PROGRAM

St. Paul Lutheran Preschool provides extended care for children ages 2 to 8-year olds may enroll in our Afternoon Adventures program. We have bus pick up available from East Elementary and North Star Elementary.

Extended Care Hours are 7:00 to 8:30 am and 12:00 to 5:30 pm if guardians arrive after 5:30 pm they will be charged a \$25 late fee.

COST AND BILLING FOR THE EXTENDED DAY PROGRAM

If your child needs extended hours, you will pay the standard preschool rate plus \$6.00 (\$7.00 for two's) for each additional hour of care.

If your child needs Full Day care (more than 5 hours per day)

Full Time	\$695.00 (includes Preschool Tuition)
Afternoon Adventures.....	\$330.00

There is a monthly cap of \$695.00 per student per month.