

# ***St. Paul Lutheran School***

*Where Learning Lasts a Lifetime*

## **Preschool Handbook**

**2021-2022**



***“All things were created through Him and for Him. And He is before all things, and in Him all things hold together.”***

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(630) 896-3350  
[www.stpaulaurora.org](http://www.stpaulaurora.org)**

# **Welcome to St. Paul Preschool**

We are delighted that your child will be a part of St. Paul. It is a distinct privilege for us to be a partner with you in your child's growth and development. We join with you in caring for, teaching and nurturing your precious child. In addition, at St. Paul we are able to share with your child the love of Jesus Christ through the "Jesus Time" we have each day and also through the loving Christian environment which is the basis for our educational program and entwined throughout our program.

## **Preschool Purpose and Goals**

St. Paul Preschool program is designed to be a developmentally appropriate, hands-on learning environment that includes an integrated thematic curriculum. Themes are drawn from Bible stories, social studies and science themes with learning centers using related materials and activities. Learning centers and schedules allow for movement and choices that are both structured and unstructured using both large and small muscles throughout the class time. These methods allow children to learn in ways that are best suited to them. They learn to interact with others, sharing ideas, using appropriate social skills and using language to communicate with others. Children also learn expected classroom participation as well.

## **Class Times**

Half-day preschool students meet from 8:30 to 11:30 A.M. Full day preschool students will meet from 8:30 A.M. until 3:15 PM. The classroom hallway doors will open 15 minutes prior to the start of class. Children will be dismissed as promptly as possible.

## **Daily Procedures**

### **Pickup and Drop-off**

For safety and security reasons there is limited access to the building and all doors will be locked during school hours.

Parents of pre-school children will drop off and pick up their children at Door # 6 in the back of the building. For drop-off, parents will park in the back parking lot by the playground and walk their children to Door #6 where they will be greeted by an adult. The adult will be at Door #6 to receive pre-school children from 8:15 AM until 8:30 AM every school day morning. Older siblings may also be dropped off at Door #6 along with the pre-schoolers, and will be able to go directly to their classrooms once they are inside the building.

For after-school pickup at 3:15 PM, just as in the morning, please park and walk to Door #6 to receive your child. If the child also has older siblings, they will also be picked up at Door #6 along with the pre-schoolers.

If you are picking up your child earlier than the original dismissal, please ring the doorbell at Door #3 nearest the school office, and a teacher, aide, or office staff will sign your child out and bring the child to you at the door.

***We join with you in seeking to provide the safest environment that we can for your child. All drivers should exercise extreme caution in the parking lot at all times. The safety of the children is our primary concern so please be cautious when backing out from parking spaces during drop-off and pickup time.***

## **Birthdays**

Birthdays are a special event and children are invited to bring a special snack or small take-home treat for this special day. Please remember that we are a NUT FREE school.

## **Clothing**

Children in preschool are encouraged to wear play clothes to school. Comfortable clothing that allows movement and participation is best. Preschool can be messy as children explore the materials. Having clothing that he/she can handle independently is very helpful. Elastic waist clothing without belts or buckles is an asset when striving for independence.

Teachers will assist with belts, snaps, etc. when necessary, but are not allowed to assist with personal bathroom needs. Children should be self-sufficient with bathroom needs as well **as being completely potty-trained**. A child may **not** wear diapers or pull-ups to class. Reliance on pull-ups indicates that children are not fully potty-trained as required.

Shoes should provide support and traction as children participate in the daily activities. All shoes should have a back strap for safety on the playground. Wood chips cushion the playground and may bother children if they wear sandals. Children should not wear cowboy boots for their own safety as well as for the safety of others.

Your child will need to have an extra change of clothing in their backpack or cubby box at all times. This extra clothing should include an extra pair of underwear, socks and clothing suitable for the weather. Spills and accidents do happen on occasion.

A backpack or tote bag large enough for the change of clothing plus papers and projects should be brought to school each day. Be sure that your child's name is clearly marked for easy identification.

## **Contact Information**

To reach the St. Paul's office, please call 630.896.3350 or email [fgrab@stpaulaurora.org](mailto:fgrab@stpaulaurora.org) or [kquaid@stpaulaurora.org](mailto:kquaid@stpaulaurora.org).

## **Discharge**

St. Paul Lutheran School reserves the right to discharge a student if:

1. Tuition payments have not been made by the last school day of the month.
2. The principal and staff agree that the child's or parent's needs could best be met in another educational environment.
3. The principal and staff agree that the child is a disruption to the total educational environment. Basis for this would be continual display of behavior that is harmful to other children, himself, the teachers or school property, and/or a consistent inability to cooperate and function within the structure and guidelines of the school program.

Such an action will only be taken after the principal and teacher have met with the parent to discuss the problem, and positive solutions have been tried.

## **Emergency Closings**

In case of bad weather, or other emergencies, school closing information will be broadcast over the major media outlets in the area and on the website:

**EmergencyClosings.com**. Closings are posted as early as possible and will usually coincide with the local school district. Be sure to look for St. Paul Lutheran, Aurora. An email blast will also be sent to every parent.

## **Extended Care**

Our extended care program is intended to care for the children before and after their formal school hours. It is open Monday-Friday from 6:30-8:15 AM and from 3:15-6:00 PM. It is available before school for those enrolled in the morning and full day classes and after school for those children enrolled in the full day classes. There is a fee to enroll in extended care and then an hourly fee of \$4.40 is charged per student per hour. Students who are not picked up from school by 3:30 PM will be taken to extended care, and parents will be responsible for the costs incurred.

## **Guidance**

As a Christian living and learning community, we strive to reflect Christ in all that we do, and to model for the children those behaviors that we value in them. We recognize that each child is a precious creation and gift from God to be nurtured and guided.

In accordance with our purpose of exhibiting Christian care, respect and love for one another, children are to:

Show respect and courtesy to all others, both children and adults

Demonstrate care for the building and all equipment, toys, etc.

Behave in a way that maintains a proper learning and growing environment

Use language and actions befitting a child of God

Encouraging children to recognize the rules and follow them promotes self-esteem and self-discipline. Children are expected to be able to respond positively to teacher requests and classroom rules. If your child is experiencing any changes or difficulties at home that may result in changes in behavior at school, it is important that you notify your child's teacher. In the same respect, your child's teacher will keep you informed of any concerns or problems occurring at school.

At no time will corporal punishment be used. The positive discipline techniques we use include the following:

- Distraction and redirection
- A quiet, private talk
- Positive reinforcement for appropriate behavior
- Teaching by example (role modeling)

An initial (and possible second) warning will be given with the encouragement to exhibit proper behavior and a time-out (a time away from the group to reflect on actions) may result if behavior is not modified.

The teacher may have a conference with the parents to formulate a plan for behavior modification if there continue to be unresolved behavior issues.

### **Health and Safety**

Medicine should not need to be administered at school. However, if your child has a condition that may require emergency medication for allergic reactions or asthma, please let the teacher know. It is the parents' responsibility to supply any medication that may be needed. A medication form must be completed and signed by a physician and medication in the original container provided by the parent.

Children will be sent home if, in the opinion of the staff, a child is too ill to remain in school. If your child becomes ill at school, you or your emergency contact will need to pick him/her up as soon as possible.

In order to maximize the learning opportunities for all children, it is important for us to set a standard of expectation of the health of children in our program. It is the policy of St. Paul's early childhood program that children must be free of the following symptoms for a full 24 hours before coming to school:

- |                  |                   |
|------------------|-------------------|
| Fever above 99.9 | Severe cough      |
| Diarrhea         | Severe runny nose |
| Head lice        | Vomiting          |
| Pink eye         |                   |

If any of these symptoms present themselves in your child within the 24 hour period just prior to his/her preschool class, he/she should wait to return to school until completely well. Even though your child may seem to be better, their resistance may still be weak, making them susceptible to catching other illnesses, in addition to passing their illness on to others.

Please call 896-3350 to let us know when your child is ill. We need to know when they will not be in attendance.

Accidents and emergency situations will be handled according to the following procedures:

1. Minor accidents or injuries such as bumps, bruises, or cuts that don't require stitches or further medical care will be treated by staff who will offer comfort, wash wounds, and apply necessary bandages. These incidents may be reported in writing to the parents on the day it occurs.
2. Parents, guardians, or persons listed on the medical emergency care permission form will be called for accidents requiring further professional medical attention. The person contacted will be asked to pick up the child for further assessment. Examples of such injuries include deep cuts that may require stitches, uncontrollable nosebleeds, large bumps or bruises (particularly to the head), and possible broken bones. An accident report will be completed by a staff member.
3. In emergency situations such as fractured bones, unconsciousness, extreme fever, large or deep cuts, allergic reactions and serious head injuries the staff will call for ambulance service and an adult will accompany the child to the hospital. The parent, guardian or emergency care person will be informed immediately.

### **Health Requirements and Screenings**

Individual health records are kept for each child and maintained with the assistance of the visiting nurse. These records include immunizations, previous diseases, and current medical status of each pupil. Children entering preschool for the first time are required to have medical exams before the beginning of the school year. Students will be excluded from class if the examinations are not complete by October 15th.

### **Parent Conferences**

Parent-teacher conferences will be scheduled in the fall. We will have an opportunity to share your child's progress and address any concerns at that time. The teacher will be happy to answer urgent questions or concerns anytime.

### **Parent Communication**

You will receive the school newsletter via email on Fridays and a classroom note each week as a hard copy and an email. Injury "Ouchy reports", incident reports or sad grams will be used as needed.

### **Parent Helpers**

Adult family members are welcome to help in the classroom. We understand that families have many outside commitments, so if you are unable to help at school, there will be some "at home helper" needs, classroom parties, and field trip opportunities throughout the year. Any parent wishing to help in the classroom, or be a field trip driver, will need to complete some required paperwork. Depending on the nature of the activity, siblings are discouraged from participating in preschool events, unless specifically invited. In most cases, parents will be expected to supervise other children in the class, and must be available to give their attention to those children in their care.

## Parent Teacher League

St. Paul Parent Teacher League is made up of faculty members and parents or guardians of students at St. Paul School. A variety of programs are planned and hosted by the PTL and involvement and participation by families is encouraged.

### Snacks

**Part-time preschoolers** should bring a snack to school with them during each class. No drink is necessary as cups of water will be provided. **Full-time preschoolers** should bring a snack and lunch with them during each class. Milk is available for purchase or a drink may be sent with your child. Due to the food allergies of some of the children in our classes, please remember that **NO PEANUTS or TREE NUTS** can be served, or even be on the ingredient list. Milk and dairy products are also of concern in some cases. The ingredient lists should be carefully checked. These allergies can be life threatening and your thoughtful cooperation for the sake of these children is greatly appreciated.

Birthdays are a special event and children are invited to bring a special snack for this special day. Once again, the allergies are to be considered in choosing this treat.

Popular snacks include:

Crackers	Bread sticks
Veggies and dip	Vanilla wafers
Fresh fruit	Pretzels
Fruit snacks	Cheese
Nut-free snack mixes	Cereals – Honey comb, Cheerios, etc.

### Tuition and Fees

All tuition and fees are payable to St. Paul Lutheran School. If tuition and fees are more than two months in arrears, arrangements need to be made with the principal to bring payments up to date in order for the enrollment to continue.

***We encourage all families to be active in their church and to live out their faith at home. If you do not have a church home, we welcome you to worship with us at St. Paul Lutheran Church. Worship services are held at 5 p.m. on Saturday evenings, and also at 8:00 A.M.. and 11:00 A.M. on Sunday mornings. A Spanish language service is held on Sundays at 9:30 A.M. Adult Bible studies are offered on Sundays at 9:30 A.M.***