

St. Martin's Lutheran Pre- Kindergarten Parent Handbook



Introduction

This booklet has been prepared to acquaint you more fully with St. Martin's Lutheran Pre-Kindergarten program that has been designed to meet the needs of the young child. Parents may review the more detailed program upon request.

Objectives

The objectives of St. Martin's Lutheran Pre-Kindergarten are:

- To create awareness of God and the Christian attitude in every phase of life.
- To give young children a firm foundation on which future learning experiences may be based.
- To help children learn to be part of a group, both at work and at play.
- To establish good relationships between teacher and pupil, pupil and pupil, and parent and teacher, that will provide a helpful foundation as the child continues his/her education.
- To create independence, self-confidence, trust and other positive character qualities.

Program

- A Christian curriculum that centers on Christ and is soundly Biblical; uses a multimedia approach; relates to the young child's needs and world of experiences; aims at the development of attitudes; especially the child's image of himself as a loved child of God; seeks home involvement; and makes learning fun for teacher and pupil alike.
- Gross motor coordination development: crawling and creeping, balance, space and direction, eye-hand and eye-foot coordination.
- Fine muscle coordination development: folding paper, cutting, buttoning, zipping, lacing, using crayons and clay.

- Visual discrimination: working with colors, shapes, name recognition and others.
- Auditory skills: a variety of listening and rhythm experiences.
- Language development: oral language expression, literature, dramatization, puppetry, music and art.

Administration

The Pre-Kindergarten is an enrichment program of St. Martin's Lutheran School. The principal and the Board of Education supervise the policies and operations of the Pre-Kindergarten. The teacher of the Pre-Kindergarten directs the program and initiates action for implementing new policy.

Class Size

The maximum 3-year old class size shall be 15 with a teacher and an assistant. The maximum 4-year old class size shall be 15 with a teacher and an assistant. If enrollment is less than 9 there will be no assistant.

Enrollment Policies

- Age for admission: Children enrolling in the 3 or 4 year old class must have reached the age of 3 or 4 by September 1 of the current school year. An open house will be held in the spring of the year in order to register children for the fall classes. The date will be announced.
- All parents who expect to enroll their children for fall should submit an application as soon as possible. Application forms are available from the school office and are accepted on a first-come basis.
- St. Martin's Lutheran Pre-Kindergarten admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or admissions policy.

Health Policy

- Health Forms
All children enrolling in St. Martin's Pre-Kindergarten program are required by the State of Minnesota to have a current health care summary form and immunization form on file. Forms are available from the school office or Pre-Kindergarten Director. The forms will be kept on file with the students, Pre-Kindergarten records and will be available to parents upon request when the

student begins Kindergarten. The health care summary form is to be filed with the Pre-Kindergarten Director within (30) days of the first session. The immunization record form is required before the child can attend sessions.

- **First Aid**
The children are under constant trained supervision while in Pre-Kindergarten and, so far as it is possible, dangerous situations are foreseen and prevented. The Pre-Kindergarten is equipped to deal with minor accidents, having a well-equipped first-aid kit.
- **Emergency Procedures**
In the case of emergency or injury requiring medical attention, depending on the severity of the emergency, the Pre-Kindergarten teacher will assess the problem and either call “911” or the parents. Pre-Kindergarten staff are trained and certified in both CPR and first aid. St. Martin’s staff members will not administer any time type of medication.
- **Illness**
 1. In cases of illness it is far better that the child remain at home rather than expose the other children and do possible harm to himself by being in school rather than home.
 2. If the child becomes ill at Pre-Kindergarten, parents will be contacted immediately. If there is a suspicion of a contagious disease, the child will be isolated from the other children. A staff member will supervise the ill child at all times, making the child as comfortable as possible until the parent arrives.
 3. The teacher will post and give verbal notice to all parents of exposed children to a contagious illness of condition the same day a parent notifies the Pre-Kindergarten of a child’s illness.
 4. Upon contraction of certain diseases, the director may require a certificate of health from the doctor upon return to class.
 5. Please notify the teacher of any communicable diseases.

Clothing

Children should wear comfortable clothes according to the type of weather and the season. All types of washable play clothes are acceptable, however, we recommend that little girls wear slacks or tights; they are warmer safer and more comfortable for hard play. Rubber soled shoes are definitely recommended for the winter months when children will be playing in the gym. Boots and all types of winter apparel should be large enough so that they are easily slipped on and off by the child.

Snacks

Parents take turns furnishing snacks. Our snack procedure will be explained at the time when the teacher makes the home visit.

Field Trips/ Activities

Parents must give written permission and release for children to be taken on field trips. A form will be provided for parents to sign and return to school prior to each field trip. A separate written permission form/release form will be obtained before children participate in any activity involving educational research, experimentation or public relations.

Parent Conferences

Parent conferences are offered twice each year. A report on your child's intellectual, physical, social, and emotional development will be given at the time of each conference. Feel free to discuss any concerns you have at any time. The teacher will make home visits before school begins to discuss the program. Newsletters will be sent home periodically to inform parents of the activities taking place in Pre-Kindergarten and how parents may participate.

Classroom Visitation

Parents may visit the Pre-Kindergarten any time during the hours of operation for the purpose of observing their children during daily activities. As a courtesy please contact the teacher prior to the visit.

Transportation

Bus transportation is not available. We encourage you to use car pools if possible.

Pets

No pets will be allowed in the Pre- Kindergarten without permission from the teacher. Should a child wish to bring a pet to school, the parent must inform the teacher well in advance so the teacher can inform all parents before the child brings the pet. Pets must be properly cared for, inoculated and licensed, if required by local ordinance.

Miscellaneous Items Brought to School

- Everything that is brought to school should have the child's name on it. This includes removable clothing, both mittens, both boots, coat, hat, scarves, books, etc.
- The children may, on special occasions, wish to treat the class, though this is not expected. This could be for a birthday or some special holiday. Please contact the

teacher prior to the time the treat is to be brought in.

- Generally children will not need to bring toys from home. Some children bring items, which make them feel more secure, particularly during the first few sessions. If such is the case, make sure the object is not fragile, as the staff cannot be responsible for broken items.
- Please do not send your child to school with gum. Because of periods of vigorous play we cannot permit children to chew gum during the day.

Required Fees

A registration fee of \$30 is due at the time of application. This fee covers classroom supplies and curriculum materials. Tuition for 3-year old class (Tuesday and Thursday) is \$500 per year, and for 4-year old class (Monday, Wednesday and Friday) is \$750 per year. Tuition fees are payable monthly September through May, whether the child is absent or not. These fees are subject to change, but not during the school year. Please be prompt in making payment. Make all checks payable to St. Martin's Lutheran School.

Schedule

St. Martin's Lutheran Pre-Kindergarten follows the St. Martin's Lutheran School calendar. We observe all snow days announced by the Winona Public School District #861.

4-year olds meet on Monday, Wednesday, and Friday
3-year olds meet on Tuesday and Thursday

Class hours are 8:30am -11:15am
Afternoon classes, if scheduled, are 11:45am -2:15pm

Daily activities generally follow this schedule:

8:30-9:15	Free Play
9:15-9:45	Religion, Language Arts, Music
9:45-10:15	Gym or outside play
10:15-10:30	Bathroom and Snack
10:30-11:00	Group Activities (art and readiness)
11:00-11:10	Story Time
11:10-11:15	Ready for dismissal

Behavior, Discipline and Touch Policy

Discipline should teach and meet the needs of the child. Positive discipline that provides a redirection of energy and preserves the child's safety will be used. After having been given one reminder of our classroom rules, and the child willfully disobeys a second,

he/she will be directed to our “time out” chair or mat (this is in full view of all in the class). He/she will be told that when ready to join the group and obey the rules, he/she may return. Generally “time out” lasts 3 minutes for 3-year olds and 4 minutes for 4-year olds. The staff will make decisions about discipline in the classroom when needed, and also be responsible for giving children “positive” touches when they are appropriate. These may include a hug, a pat on the head, or a hand on the shoulder. Children may refuse touches by saying no to the staff member.

State License

St. Martin’s Lutheran School Pre-Kindergarten is fully licensed by the Human Services Department of the State of Minnesota. The staff, program, class, size, information of records, health forms, fire and safety rules are all approved and regulated by the state law. Any changes that would affect you as parents or your children will be passed on to you. The Department of Human Services can be reached at 651-296-3971.

Grievance Procedure

Parents should bring concerns related to the care of their child to the teacher to be discussed. The teacher will then address the concern and contact the parent within 5 school days. If the parents feel the concern has not been dealt with adequately, or have good reason for not initially discussing it with the teacher, the next level of contact is the school principal. The principal will address the concern and contact the parents within 5 days. If the parents feel the concern has not been dealt with adequately at this point they should contact the Chairman of the St. Martin’s Board of Education. Decisions reached by the Board of Education are final.



**“But grow in the grace and knowledge of
our Lord and Savior Jesus Christ.
To Him be glory both now and forever.”**

2 Peter 3:18