

St. Paul's Lutheran Preschool

Christian Early Childhood Education and Care

835 E. Fairmont Blvd. ~ Rapid City, SD ~ 57701

605-341-5385

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Parent Handbook

"I have no greater joy than to hear that my children walk in truth"

3 John 1:4

St. Paul's Lutheran Church has established a Preschool/ Childcare in order to provide quality education to children. Through our preschool, they will grow as children of God so that families might learn to know His love for them and to trust in Him as their Savior.

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Welcome!

Thank you for entrusting St. Paul's Preschool with the care of your precious child. The teachers are excited to work with every parent to provide the best possible Christian preschool experience for every child. We hope that, together with parents, children's faith in Jesus as Lord and Savior is nourished. The prayer of St. Paul's Preschool is that God's will be done and His name be glorified as we assist you in your God-given duty to train your child*.

** Ephesians 6:4 (NIV)*

"Bring (your children) up in the training and instruction of the Lord."

This handbook includes basic information about St. Paul's Preschool. It has been developed to give parents an understanding of what to expect and what our preschool expects of parents. Parents are encouraged to contact the Director or our pastors with questions, concerns, or comments.

Who we are

St. Paul's Preschool and Childcare is owned and operated by St. Paul's Evangelical Lutheran Church. It is directly supervised by St. Paul's Education Committee. Our church and school are members of a larger church body called the Wisconsin Evangelical Lutheran Synod (WELS). WELS has been providing quality Christian education for over 150 years. WELS is one of the largest private/Christian school systems in the United States (National Center for Educational Statistics) and have:

- Over 400 Early Childhood Ministries
- Over 300 Lutheran Elementary Schools
- 25 Lutheran High Schools across the United States
- 2 Colleges in New Ulm, MN and Milwaukee, WI
- 1 Theological Seminary in Mequon, WI

For more information about the Wisconsin Evangelical Lutheran Synod, please visit <https://wels.net/>

St. Paul's Lutheran Preschool and Childcare is a faith-based program that meets or exceeds all state and local licensing requirements. St. Paul's Lutheran will, within 24 hours, report any changes of circumstances that may affect our ability to comply with licensing rules. For example, a change in location, changing directors, a change of ownership, building renovations/remodeling, suspected in-house child abuse/neglect or felony convictions of employees.

Your St. Paul's Preschool staff

Mrs. Nicole Maddox

Mrs. Trina Fischer

Mrs. Kris Johnson

Mrs. Stephanie Kindvall

Mrs. Lisa Mahoney

Mrs. Toni Mergen

Mrs. Maria Sigler

Director/ Lead Teacher (director@stpaulsknights.org)

Assistant to Mrs. Mergen

Assistant to Mrs. Maddox

Office Assistant to the Director

Assistant to Mrs. Sigler

Lead Teacher

Afternoon Coordinator

Education Committee Members

Rob Busch

Craig Breinling

Aaron Crowley

Tom Heitsch

Stacey Schaeffer

Jim Schamber

Cody Volker

Chairman

Pastors

Pastor Doug Free
Pastor Tim Berg
Pastor Andrew Hussman

Our mission

The mission of St. Paul's Evangelical Lutheran Preschool is to assist families in their walk of faith and to aid parents in their God-given responsibility to train their young children spiritually, intellectually, socially, and physically for life and for eternity by nurturing them with the truth of God's Word in a caring, Christian environment.

Our philosophy

St. Paul's Lutheran Preschool believes that the Bible is the true, unchanging Word of God and is the final authority in all matters of life. (*II Timothy 3:16-17) When all learning and living takes place in light of this scriptural viewpoint, children are prepared to fulfill God's will for their lives and are trained for a life of Christian service in a non-Christian world. (**Proverbs 22:6 and II Timothy 3:15)

**II Timothy 3:15-17 (NIV)*

"And how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

***Proverbs 22:6 (NIV)*

"Train a child in the way he should go, and when he is old he will not turn from it."

Our preschool also believes that God created human life to be developmental. The educational process must nurture the development of the whole child- spiritually, intellectually, socially, emotionally and physically. For this reason, your child will participate in quality play experiences, facilitated by purposeful planning and role-modeling.

Core values

St. Paul's Lutheran Church established a preschool in order to bring children to Jesus at a young age so they might learn to know His love for them and trust in Him as their Savior. Jesus said, *"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."* (Mark 10:14) By these words Jesus indicated His love for little children and His desire that they be brought to Him so He could bless them.

St Paul's Lutheran Preschool believes the Bible is the true Word of God and shows us God's plan to save His children. Through Bible lessons children learn that by nature we all are sinful and in need of forgiveness. *"For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life."* (John 3:16) We teach that God brings all people to this life-saving faith in Jesus through the work of the Holy Spirit.

St. Paul's Lutheran Preschool believes all children are a gift from God to families and He has given parents the main responsibility for nurturing and training of their children. *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* (Ephesians 6:4) It is our privilege to share in this God-given responsibility with parents. St. Paul's Lutheran Preschool loves and values each child and is prepared to support and encourage parents in this most important task.

We believe that children learn in individual ways and according to their unique development. Our goal is that children develop their full God-given potential and become life-long learners. This can best be achieved by providing rich experiences for children and opportunities for age-appropriate play, hands-on activities, problem-solving and reflection.

We believe by integrating God's Word into all areas of our curriculum and by receiving Christian guidance and positive role-modeling from their teachers that the children will grow in their faith and Christian living and demonstrate this in their own behaviors and attitudes. St. Paul's Lutheran Preschool is delighted to share their faith, love, and knowledge with preschool children and their families.

Statement on family values

The faculty and staff at St. Paul's Lutheran School agree with and model to students and other staff the Biblical principles of morality and family life. Among these is the belief that marriage is a divine institution between one man and one woman.

Goals and Objectives of Our Preschool

Our primary goal is that all Preschool students grow spiritually, mentally, academically, socially, emotionally, and physically.

Spiritual growth

- knowing God is real
- understanding that God loves each one of us
- knowing the Bible is God's Word and is true
- becoming familiar with and understanding the Bible stories
- knowing that God is the creator of all things
- knowing that Jesus is God's Son
- knowing Jesus as our Savior
- learning how to pray
- knowing that God answers prayer
- memorizing short Bible passages
- knowing that God is in control and has a purpose for everything
- knowing the true significance of Easter and Christmas

Mental growth

- developing a healthy Christian self-concept of themselves
- increasing their attention skills
- developing organizational skills
- developing an interest in the world around them
- experiencing success and a love of learning
- receiving guidance and security of gentle Christian discipline

Academic growth

- developing arithmetic and reading readiness skills
- being creative in art, music and thinking
- being able to follow directions
- using appropriate oral and written language
- understanding simple stories and concepts
- developing an appreciation of music and art
- singing simple songs and reciting prayers
- being familiar with writing and reading their name
- having experiences with color, shape, numerals and the alphabet

Social growth

- learning independence in work and play
- learning to share, compromise and cooperate
- taking turns
- experiencing group play
- growing in Christian love and respect
- feeling at ease away from home
- enjoying friendship of adults and peers
- appreciating the differences in God's people
- obeying rules and directions and seeing their necessity
- recognizing how one's behavior affects others.

Emotional growth

- learning appropriate ways to express feelings and responding to the feelings of others
- understanding and coping with their own feelings
- leading lives centered around Christ
- developing responsibility for self and possessions
- growing in self-discipline, decision making and problem solving
- being able to make choices, plans and carrying out their own ideas

Physical growth

- developing large and small muscle coordination
- caring for their own personal needs
- developing good nutrition habits
- developing good health and grooming habits

Curriculum

St. Paul's Lutheran Preschool curriculum builds upon each individual child's skills and experiences. The content is guided by the WELS Christ Light and HighScope curriculum. The curriculum is also based upon 5 days of attendance. Your child will experience*:

- Structured and unstructured play activities (blocks, dramatic play, etc...)
- Bible lesson/devotion
- Large group activities
- Language arts, science, music, listening, art, writing
- Outside play
- Show and tell

*Please note: If your child is enrolled in part-time attendance, some activities may be missed.

Our preschool curriculum focuses on the process of child's thinking, not the product. A thorough, observation assessment is conducted for each child twice a year. This assessment is performed once in the fall and once in the spring, as determined by the Director. Children will not be assessed in comparison with each other, but each child will be compared with his or herself as he or she grows and develops.

Schedules

Hours of operation

Doors open for before school care: 6:30 AM	Monday-Friday
Instructional hours: 8:00-11:30 AM	Monday-Friday
Childcare hours: 11:30-5:30 PM	Monday-Friday

Calendar

St. Paul's Lutheran Preschool will provide a school year calendar as approved by our Education Committee. The calendar reflects both preschool and childcare information. School closures can occur as a result of inclement weather, holiday observances, teachers' conferences, in-service days and other days as indicated on the calendar. Our facilities are closed for an extended break during Christmas and Easter. Please make a note of these days and arrange for other childcare services, if necessary.

There is no fee reduction for any preschool closings. Tuition charges reflect these closings.

Sample morning routine

7:45	Arrival	10:15	Small group
8:00	Carpet time	10:40	Large group
8:30	Plan – Work – Clean up – Recall, (Snack)	11:00	Outside time/beginning of pick-up
10:00	Bible time		

Sample afternoon routine

11:30	Lunch	3:15	Activity
12:00	Outside time	3:30	Story time and devotion
1:00	Story time	3:45	Outside time
1:15	Naptime	5:00	Quiet activity
3:00	Wake up and snack		

Discipline

The Christian teacher's foundation for disciplinary guidance is the Bible and what the Bible teaches us about sin (things we do that are wrong) and grace (how God shows His love and forgiveness in Jesus and how that love and forgiveness flows out of our hearts as Christians). Children will want to love others through words and actions because of what Jesus has done for them.

However, we understand learning to get along with others and accept limits takes time and patience. In some cases, inappropriate behaviors may need to be brought to the attention of the parents. Our goal is to partner together and make positive change.

Our discipline procedures may include one or more of the following strategies:

- Praying *with* children, not as a punishment, rather to guide them through the process of repentance- from their sin to God's grace and forgiveness
- Encouraging children to use their words when having a disagreement with another child
- Facilitating children in their attempts to settle their own disputes
- Redirecting behavior when this seems potentially effective
- Separating a child from the group (time-out)
- Counseling children individually about their behaviors
- Not allowing a child to go along on a field trip

Disruptive and/or dangerous behavior distracts from the full benefit of our program and may result in consequences. The following behaviors are considered disruptive and/or dangerous:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom/group
- Verbally threatens other students and/ or staff or other people in public
- Uses verbal or physical activity that diverts attention away from the group of children
- Leaves the group, hides from teachers or runs away from supervision

Note: Teachers will not do anything that could break the spirit of a child, be humiliating, frightening or abusive. Teachers will not withhold food, rest, or toileting or use physical punishment to discipline a child.

At times, additional steps may be taken when appropriate:

1. A Parent/ Student/Teacher meeting may be scheduled.
2. A Parent/ Student/Teacher/Director meeting may be scheduled.
3. A Parent/Student/Teacher/Director/Pastor meeting may be scheduled.
4. The Education Committee may be consulted.
5. The child may be dismissed from our program for a length to be determined by the Director and/or the Education Committee

Child Abuse

According to the Protection of Children from Abuse and Neglect (South Dakota Statute 26-8A), St. Paul's Lutheran Preschool and School is required to report any suspicion of child abuse and neglect. Any staff that has concerns that abuse/neglect has occurred must report directly to Child Protection Services of Law Enforcement. The staff member must also report their concerns to the Director and the Director will also report concerns to Child Protection Services or Law Enforcement.

Any staff member suspected of, or being investigated for, child abuse/neglect will not have any contact with the children while the investigation is underway. The staff member employment will also be evaluated at this time. All volunteers for preschool and childcare must meet the same requirements as a paid person of the same position.

Health and Safety

Illness

It is in the best interest of your child and the other children and staff of our program to keep your child at home when they have symptoms of illness. Please understand that this procedure is not enforced to inconvenience you, but rather it is for the good and welfare of the whole student body and staff.

Please keep your child home when any of these symptoms are displayed:

- Fever above 100 degrees
 - Children who have had 101 degree fever or higher, will not be permitted to return to school until at least 24 hours has passed.
 - Children who must be on a fever reducer in order to maintain a more normal body temperature should be kept home.
- Vomiting and/or diarrhea
- Severe cold
- Runny nose with discolored nasal discharge
- Severe cough
- Any unusual changes in physical appearance, behavior, or appetite
- Pink eye, crusting or mattering of eyes
- Evidence of lice

If your child develops symptoms while in our care, you will be notified and be required to pick up your child within one hour. All ill children will be separated from the other children until picked up. An occurrence of any contagious disease will be reported to the Department of Health.

In the event that a child has a communicable disease, they may not attend our program. St. Paul's Lutheran Preschool must be informed of the disease so notice of possible exposure can be given to all families enrolled and to the local county health department. The child's name will be kept confidential. A child with a communicable disease will be readmitted to our program only after allowing for the longest usual incubation of the disease or with a signed statement from the family's physician. The returning child needs to be well enough to participate in all activities, including those outside. Communicable diseases include, but are not limited to: measles, whooping cough, SARS, E. coli, chicken pox, mumps, tuberculosis, influenza, or the like.

Dispensing medicine

Children who are prescribed a prescription for medicine must be on the medication for at least 24 hours before returning to school. This is to allow the parents/guardians time to observe the child for any type of unusual reaction.

At St. Paul's Lutheran Preschool, no medicine (prescription or non-prescription) will be dispensed to children unless a parental permission form (purple) has been filled out and signed. All medicine (prescription or non-prescription) should be in the original bottle with directions on the bottle in a resealable bag with the child's full name on it. All medicine (prescription or non-prescription) will be kept and stored out of the child's reach.

Vaccination records

Before a child may be admitted to our licensed program, we require a current vaccination record showing the child meets the minimum vaccination schedule as recommended by the South Dakota Department of Health. See the Immunization Schedule at the end of this handbook. Please note that these minimum requirements are different than the ones required for entry into kindergarten. A new vaccination record should be submitted when enrolled children receive boosters/updates during the year.

Accidents and incidents

Preschool staff and volunteers are trained in infant/child CPR and basic first aid techniques. Therefore, we are able to provide basic first aid in case of an accident. The accident/incident escalation tree is as follows:

- You will be notified of minor injuries during child pick-up.
- A phone call if the injury is significant or requires professional medical treatment.
- Director or staff member will call 911 and take the child to the Emergency Room at the hospital for any extreme or very painful injury. Parents will be notified and told to meet the ambulance at the hospital.

St. Paul's Lutheran requires written permission to handle accidents/incidents while your child is in our care. This permission is granted by signing the Medical Release portion of the child's (pink) profile enrollment documents. An accident report will be completed for all injuries that require us to call you or take emergency medical action.

Emergencies

In the event of an actual emergency, natural or otherwise, procedures are in place for the safety and care of all children. These procedures are reviewed annually and documented in an emergency plan. The emergency plan (located in Addendum A) is provided to each staff member and parent upon enrollment. In addition to written documentation, four fire drills and one tornado drill will be conducted each year.

In an emergency that, for the sake of safety, requires a change of location, staff will notify parents as soon as possible via phone call/text and the news will also be broadcast over KOTA radio 1380. It is important to keep updated contact information on file with us. During reunification, children will be released only to those adults authorized to pick up your child as written on the enrollment forms the parent/guardian submitted to our program.

Bathroom Accidents

Children enrolled in our program are required to be potty trained and independent in the bathroom. However, bathroom accidents may still occur *on occasion*. We encourage children to change their own clothes in the privacy of one of our bathrooms. Generally, we help by giving verbal direction to remove soiled clothes, change into clean clothes, and place soiled clothes into a bag. The bag will be taken home for laundry.

At times, it may become necessary for a staff member to be more directly involved in the cleanup process. As we are able, we may leave the door cracked so as to maintain privacy but also to allow the assisting staff member the ability to communicate with other staff on our team. If we need to assist in such a direct way, we will share more detailed information with you later that day.

Food allergies

It is the responsibility of all parents to disclose all known allergies on the enrollment forms and update any changes to an enrolled child's health to the Director. If a child with a known allergy should be enrolled in St. Paul's Lutheran Preschool, his/her parents and the Director (staff) will work together to form and document a special care plan and any emergency actions necessary for the child. In this situation, St. Paul's Preschool Director and staff will be prepared to:

- post the special care plan and any emergency procedures in an accessible spot for all staff to read and understand easily, possibly the inside door of a cabinet
- store any emergency allergy medication needed by the child in an unlocked location easily accessible by all staff but out of reach of all children
- receive training on how to promptly administer the allergy medication such as auto-injector devices
- call emergency services if the child displays any life-threatening symptoms or if epinephrine has been administered
- call the parents if the child has come into contact with an offending allergen or if emergency services have been contacted
- regularly wash, with soap and water, children's hands and faces and all surfaces that were in contact with an offending allergen in order to minimize accidental exposure to the child with the allergy
- allow children who have a known food allergy to bring their own snacks and lunches from home (in a lunch box with a freezer or cooling pack inside)
- depending on the type and severity of the allergy, ban an ingredient from our program all together, including from its use in classroom projects or materials

To prevent an allergic reaction to foods, our program only allows prepackaged foods to be shared from home. The package should include a complete ingredient list. Be aware that allergens may be called by a variety of names in an ingredient list. Milk products, for example, may be identified as casein, caseinate, whey or lactoglobulin. Look for labels such as, "May contain..." or "Made in the same facility as..."

Inclement weather days

KOTA radio 1380 and the KOTA website are the best resources available when our city encounters inclement weather situations and school closures. St. Paul's Lutheran School and Preschool adheres to the following school closure guidelines:

1. If the closure decision is made on a school morning, then we adhere to the Rapid City School district decision.
2. If the closure decision is made on the evening prior to school, then we make a determination on the morning of expected inclement weather.

*In either case, stay tuned to KOTA radio 1380 or the KOTA website for school closings **prior to our school opening for the day**. Our closing will be listed as, "St. Paul's Lutheran School and Preschool".* In addition, updates are generally posted via email, text and the St. Paul's Lutheran School Facebook page. In case of severe weather conditions or emergencies that happen **during school hours**, our school may close for the rest of the day. Parents will be contacted to pick up their child(ren) within one hour of this communication. Children will only be released to authorized adults.

Parking lot safety

Please drive slowly and be alert as you drive in our parking lot. Please refrain from leaving your car running unattended. Keep all children in your care close to your vehicle and accompany them to and from the school building.

Confidentiality

Children may be photographed, audio taped, and videotaped while in preschool or childcare. This media is shared with classroom parents for educational, promotional, and advertising purposes. Please know that St. Paul's Lutheran Preschool and School take responsible measures in protecting your child. If you wish to discuss your child's safety and school media, please do so with the Director **before** signing the parent release in the enrollment documents.

St. Paul's Lutheran Preschool maintains all information concerning a child in a confidential manner. Details of a child's life and family will not be shared with unauthorized individuals unless a signed authorization is obtained. St. Paul's Lutheran Preschool does make our records available for inspection by the Department of Social Services per our licensing requirements.

Outside Adult Contact and Permissions

We make every effort to keep our children safe while providing a quality program. At times, we may invite adults who are not staff members into our Preschool to give special lessons or informative talks during open hours.

When this occurs:

1. The Director has approved of the activity
2. Staff members are actively present for the activity and in keeping with our legal teacher/student ratios
3. All parents are notified of the activity, and if necessary, a signed permission slip is required for child participation.
4. Long-term or reoccurring activities require a full security check and fingerprint of the adult guest. This security measure is handled by the Director and submitted to the state of South Dakota. (Example: someone who is sub-contracted to teach a particular skill or activity each week for a number of weeks.)
 - When the activity is scheduled to occur one time or on a short-term basis, no additional security checks are necessary. (Example: someone who will present a certain topic to the class.)

Snacks and Meals

We provide one morning snack (around 9 AM). The cost of this snack is included in our half day tuition fees. One afternoon snack (around 3 PM) is provided for those children enrolled in our full day program. Again, the cost of this snack is included in our full day tuition fees.

Lunches are provided by a third-party catering service. The cost of the lunches is included in the tuition paid by the families enrolled in our full day program. The lunches are served at 11:30 AM and include white milk and recommended portions from each food group. A four-week rotating menu is posted and available for take home. Special dietary needs may be addressed by speaking with the Director. If necessary, food brought from home will be stored in a washable container (lunchbox) with a cooler pack.

Special Celebrations and Occasions

Birthdays

Parents may bring a special *snack* for the entire class. (Please understand that balloons and party favors can be very disruptive to our day and to the rhythm of our classroom.) We appreciate you making arrangements with us in advance so we are able to give you an accurate number of children in attendance. To prevent an allergic reaction to foods, **St. Paul's Lutheran Preschool only allows prepackaged foods to be shared from home. The package should include a complete ingredient list.**

No one wants to knowingly disappoint a child. Therefore, we ask parents to be very discreet when sending out birthday invitations to classmates. First names of children will be given upon request. The teachers are able to put invitations in children's folders to go home to parents.

Christmas and Easter

Our Christmas and Easter celebrations will be centered on the true significance of these holidays for Christians. Jesus' birth will be the center of Christmas. Jesus' death and resurrection will be the center of Easter. St. Paul's Lutheran Church offers very special services for these occasions.

At Christmas, the children in our program will participate in a worship service celebrating the birth of our Savior, Jesus Christ. All children are expected to be present. Please speak with the Director if this causes any hindrance to your faithful service to our Lord.

Singing in church

Singing in church and other special programs have been scheduled throughout the year. These dates are available in advance on our program's calendar. All children are expected to be present when our class sings. Please speak with the Director if this causes any hindrance to your faithful service to our Lord.

Church and Sunday School Attendance

Consistent with the philosophy and objectives of Christian education, regular church and Sunday school attendance is highly desirable and important. If you have no church home, we invite you to St. Paul's Lutheran Church and Sunday School as a supplement to our Preschool curriculum. Sunday School is offered for children ages three through high school. Adult Bible study and nursery care for those children under 3 years of age is also available during the Sunday School hour.

Our service times are 8 AM and 10:30 AM with the Sunday School hour in between services, from 9:15-10:15.

Arrivals and Departures

Arrivals

St. Paul's Preschool does not offer transportation of students. Transportation must be arranged by the parents.

- Be sure your child has what he/she needs for a successful day. (See What to Bring/What to Wear)
- Observe speed limit signs and drive slowly as you enter our parking lot.
- Park in the parking lot outside the door labeled **St. Paul's Preschool – Kindergarten – Childcare.**
- Enter the side door labeled **St. Paul's Preschool – Kindergarten – Childcare.**
- Use your key card to enter the building.
- Walk your child into the preschool to help him/her unpack and put away belongings.
- Visit the kiosk to register your child's attendance for the day.
- Help your child "sign in" on our name board.
- Assist your child in washing his/her hands before moving on to our morning activities.
- Encourage your child's independence, but give the necessary assistance when arriving and departing.
- Make contact with the teacher to ensure the teacher knows your child has arrived.

We appreciate prompt arrivals. Our instruction period begins at 8 AM. If your child will be absent, please notify us by phone 605-341-5385 or email (director@stpaulsknights.org).

Saying Goodbye

Preschool is an exciting experience for your child but it can be filled with anxieties of separation and unfamiliarity. Let your child know that you are enthusiastic about this new event and they will be enthusiastic as well. Dealing with change and new experiences is a lifelong skill that takes practice. Life is filled with hellos and goodbyes. Be kind to yourself, too. Remember, you are also experiencing a separation. Here are some ideas that will help to make a smooth transition from home to Preschool.

- Create a routine at home as you prepare for Preschool.
- Talk to your child and let them know what is going to happen. ("You're going to stay at preschool while I go to...")
- Follow the same routine each morning when you arrive. Use the kiosk, have the child use our name board, put belongings away, wash hands etc...
- Allow a few extra minutes to spend with your child on the first few days.

- Talk together with your child's teacher. Let your child see that you are all friends.
- Involve your child in an activity as soon as possible. Activities usually lessen the anxiety.
- Assure your child what time you will come back and pick them up. Use an activity as a reference point such as, "I'll be back when you go outside."
- Create a ritual for saying goodbye. Ask your child what they want to do. Do they want to have two hugs? Three kisses? Rub noses?
- Once you start to leave, don't stop. It's important that you follow through even if your child cries. Our teachers will comfort your child.
- Feel free to call later in the morning to see how your child is doing.
- Many children adapt quickly to the routine. However, it is perfectly normal for some children to take several days, or even weeks, to adapt. Some children adjust well at first and then later experience anxiety. Each child is different.

Departures

- Children will be dismissed by 11:30. We are often outside between 11:00 and 11:30. Parents may walk through the classroom to enter our play yard.
- Make contact with a teacher to ensure that we know your child is safely back in your care. We may also need to convey important information about your child's day.
- Be sure to check your child's cubby and folder for take home items. Items may include bills, water bottles, soiled clothes that need to be laundered, lesson pages, backpack, jackets, boots etc...
- Visit the kiosk to record your child's departure.
- For your child's safety, children will only be released to adults with parental written permission.
- Parents must also communicate the name of an uncommon individual picking up their child by writing it on the entry table clipboard or through **BrightWheel** messaging.
 - It is the parent's responsibility to maintain the authorized adults for approved pickups through their **BrightWheel** account.
 - It is the parent's responsibility to notify the Director of any changes to unauthorized pick up people.
- **Teachers must know the adult or must see a photo ID before releasing the child. Be sure the "pick up" person comes with a driver's license for proper identification. We WILL ask an unfamiliar person for identification. This is certainly not to inconvenience anyone but to ensure the safety of your child.**

Late pick up fee

Our center closes at 5:30 PM and we encourage all parents to pick up their children promptly at the end of the day. We understand that circumstances beyond your control will sometimes delay you in picking up your child. Please call as soon as you know you will be delayed. Late fees are \$1.00 for every minute late, starting at 11:30 for preschool and 5:30 for childcare. Time will be determined by the sign-in/sign-out computerized system. This late fee must be paid in cash within one week of late pickup.

If this occurs more than 5 times, it may result in the termination of enrollment. Please be respectful of teachers' personal time after work hours.

What to Bring

- Items from the **school supply list for this school year**.
- Bring a **complete set of extra clothing** including shirt, pants, socks and underwear in a clear zip lock bag with the child's name on the bag. Be sure to update the outfits when your child grows into a larger size or when the weather changes. We will help remind parents about this as well.
- Bring a **backpack** to carry belongings to and from Preschool.
- A **water bottle** may also be brought. The water bottle will be stored in the child's cubby and can be used at appropriate times during the day. These are especially handy during outdoor play in hot weather.
- Bring **indoor shoes** during snow boot weather months. Just as children likely do not wear wet and soggy snow boots around the home, we, too, do not allow snow boots to be worn in our classrooms.
- **Do NOT bring toys, weapons (including knives or guns), favorite pieces of jewelry or money.** It is more difficult to teach children to share when these items belong to someone special. Toy weapons are never appropriate for our program. A scheduled day for Show and Tell would be an exception to bringing toys or jewelry.

Children enrolled in the full day program for childcare should also bring:

- A **travel-size pillow**
- A **blanket**
- A **comfort toy**, if necessary. This toy will only be used during naptime.
- A **pillow case or other bag** for storing and transporting all naptime items to and from our program. This sack will be sent home on your child's last day of the week to be laundered and returned. Please label all items with your child's name.

All items (zip lock bag, extra clothing, backpack, water bottle, blanket, pillow case, pillow etc...) need to be visibly labeled with your child's name.

What to Wear

Preschool children need to wear clothes that are clean, comfortable and modest. **They must wear clothes that they can independently manage in the bathroom and are not concerned about when playing with messy materials.** Plan for the weather. We will go outside daily, even when it is cold and windy. (We do not go outside when it is rainy or dangerously cold.) When it is hot, children will be comfortable in shorts and short-sleeved shirts. When it is cool, children will need jackets. Some children will also be more comfortable wearing a sweater or sweatshirt indoors. Keep in mind that skirts cover underwear and bottoms while the girl is standing up but may not do so while sitting or playing. Take care to wear shorts, leggings or playground panties underneath.

Children may not wear their caps, hats, hoods, mittens, boots or sunglasses indoors. These may be worn outside during playtime. Please use discretion when allowing children to wear jewelry. Necklaces, rings, bracelets, watches and earrings that are large, loose and dangling may present a distraction or a safety concern and may be removed from the child at the discretion of the teacher.

Shoes

Children should wear socks with tennis shoes or sneakers to accommodate play in the gym on any given day of the week. **Please- no sandals, crocs, open-toed or open-backed shoes. Children who do not have tennis shoes available to wear for gym play will be asked to sit on the side and watch the group activity.**

Winter

During the winter months, children should bring a pair of snow boots, snow pants, waterproof mittens/gloves, a hat, a coat and indoor shoes. Children go outside every day, even if it is just to get some fresh air. However, children will not go outside if it is rainy or dangerously cold. Children who are well enough to attend school are expected to go outside as well. All items (each boot, each mitten, hats etc...) should be labeled with the child's name.

Home/School Communications

Communication board

On the Preschool entry table is a large clipboard. Families are asked to write down anything that may be out of the norm for their family schedule which affects the child while in our care. For example, if a parent is coming earlier or later than usual to pick up or if the child will not be in attendance on a certain day. **Parents are expected to write down any uncommon persons that may be picking up the child. Please see the “Departures” section for important information regarding our dismissal policy.**

Payment drop box

Payments in the form of check may be dropped into the slotted lockbox attached to the wall above the kiosk on the Preschool entry table. Cash payments require a receipt written by one of the teachers.

Forms box

A box labeled “Forms” is on the Preschool entry table. Parents are encouraged to place any notes, documents, permission slips, book orders, and similar items into this box. The Preschool staff does not check backpacks. Please do not place any important information in them.

Folder information

Christ Light messages, special notices, children’s work, and bills are a few items you can expect to receive every day. These papers are put in a folder above your child's cubby. Parents are expected to collect the papers in the folder each day.

Christ Light

During the week, parents will receive a detailed explanation of the Bible lesson the children will be learning that week with a color picture and application ideas for parents to use at home.

Complaints, grievances and questions

At times, parents may have concerns or complaints. God’s Word gives us guidance in how to handle these situations. (See Matthew 18 and I Corinthians 13.)

- Speak first to the teacher with whom you have a concern or complaint before speaking with anyone else.
- If the issue has not been resolved, speak with the Preschool Director. If that does not resolve the issue, speak with one of our church’s pastors.
- If you still feel that your issue is not resolved, speak with the Education Committee chairman.

Family Involvement

God's Word

The Gospel of Jesus as our only Lord and Savior is God's power to create faith and give forgiveness. The Gospel message of salvation through faith in Jesus Christ is the reference by which we present our entire curriculum. Therefore, Bible information classes explaining the basics of the Bible are taught by one of the pastors of St. Paul's Lutheran Church. In these classes, families have an opportunity to learn about the very basic teachings of the Bible, the ones we will be teaching your children. The Preschool encourages all parents to take advantage of this opportunity to learn about or review God's Word. Please speak with one of the pastors or the Director to learn the dates and times of these classes.

Visiting the Preschool

Parents are welcome to observe their children at any time. We encourage you to speak with the Director and take advantage of this welcome in a manner that fits your individual schedule.

Conferences

Informal "chats" will be ongoing throughout the year. Parents may also request a conference at any time. Formal parent/teacher conferences are scheduled at least twice during the school year.

Field trips

Field trips may be scheduled at various times during the year. Walking field trips require parent permission. This permission is made on the initial enrollment form. In the event the Preschool takes longer field trips, a separate permission slip will be sent home. All signed permission slips must be received prior to the field trip.

For longer field trips, we will ask for parent volunteers. South Dakota law requires all children between the ages of 4-7 to sit in a forward-facing harness seat or booster seat and in the back seat. Each vehicle may only carry the number of children allowed by vehicle passenger capacity.

Book orders

Approximately once a month Scholastic Book Club order forms will be sent home. Parents may place orders for books through the school or online. Scholastic book orders are mutually beneficial. The children increase their reading ability by spending time reading at home. The preschool earns bonus points toward free books and classroom materials.

Donations

St. Paul's Lutheran Preschool accepts items including but not limited to: Box Tops for Education, quality toys and books, old calendars, paper and other useful recyclable materials. Please ask us if we can use the item before bringing it to Preschool.

Admissions and Financial Policies

Non-discrimination policy

The Preschool will admit children of any race, color, gender, nationality and ethnic origin between the ages of 3 and 5 years. A child does not have to come from a Christian family to attend. We accept children as soon as they turn 3 throughout the year. All children in our program must be fully toilet-trained and self-sufficient in the bathroom. (This means no pull-ups or diapers will be worn during the Preschool program.) Keep in mind that children planning to attend kindergarten must be at least 5 years of age by September 1st of the school year.

Teachers at St. Paul's Preschool will do their very best to accommodate, teach, and nurture any child. Children who are physically handicapped, emotionally disturbed, or have severe learning disabilities will be accepted if it is determined that:

- The school is able to meet the needs of the child
- There will be no adverse effect upon the other children either through the direct behavior of the child or through requiring staff attention that is needed to serve other children

It is the Lord's desire that we have compassion for all His children regardless of any physical or mental disabilities they may have. However, we do not have the facilities or trained teachers to allow us to accept children with more serious handicaps. There are organizations in the Black Hills area that have the facilities and trained personnel to be able to serve these children. Please speak with the Director for more advice and assistance regarding our program's capabilities.

Exclusions

St. Paul's Lutheran Preschool reserves the right to exclude children from admission or attendance due to the following:

- The child appears ill, overtired, or unable to participate in the daily program
- Child is not developmentally ready for the preschool curriculum or routine
- Child is not toilet trained (See the Non-discrimination policy above.)
- Preschool cannot meet the needs of the child with reasonable accommodations
- Child does not abide by the standards of conduct as specified in the Parent Handbook
- Parents do not observe the policies outlined in the Parent Handbook
- Non-payment or late payment of fees (See Financial Policy.)

Order of admission

Applications for admission for the year are accepted in the following order:

- Children of members of St. Paul's Lutheran Church
- Children of members of our sister congregations in the Black Hills
- Children from families with no church home
- All other children with a church home

Financial policy

Children are enrolled with the understanding that they will remain for the full year or at the discretion of the Preschool staff. There will be no tuition refund because of dismissal, withdrawal, or absence.

A non-refundable registration fee is required upon submission of the enrollment form. This registration fee is a yearly registration fee and covers the summer session enrollment and a consecutive preschool enrollment or a preschool enrollment and a consecutive summer session enrollment.

- Tuition costs are calculated per week or half week. (One week = 4 or 5 days of scheduled service. Half week = 1, 2, or 3 days of scheduled service. See the school calendar to calculate the number of weeks and half weeks.) Payments are due by the end of the current week. Special circumstances will be considered and a special payment plan or exception can be made but you must speak to the Director in advance of the payment being late.
- A late payment fee of \$15 will be added for payment made more than 2 days late. **If the payment is late more than 15 days and no prior arrangements have been made, a parent or guardian will be informed that the child may not attend the center nor can a place be reserved for the child.**

St. Paul's Preschool reserves the right to alter this policy when necessary.

Tuition payments

- Payment is due by the end of the current week.
- A late payment fee of \$15 will be added for payment made more than 2 days late
- **If a payment is late more than 15 days and no prior arrangements have been made, the parent/guardian will be informed that the child may not attend our program nor can a place be reserved for the child.**
- A fee of \$25 will be charged for checks returned for insufficient funds.
- All payments are to be placed into the payment drop-box attached to the wall by the sign-in table. Payment may be made in the form of cash or check. Please obtain a receipt before placing cash payment in the box. **Any over-payments will be credited to your family account. No change will be given.**
- Checks are to be made payable to St. Paul's Lutheran Preschool. Any questions regarding payments should be asked of the Director.
- Billing statements are available through your account at www.brightwheel.com.
- If there is a financial concern please speak to the Director before it becomes a problem.

Key Card Policy

A key card is necessary for entry into our building. Each key card requires a deposit of \$10. The deposit is refunded when the key card is returned at the end of enrollment. The deposit is retained if the card is lost or not returned. Families may put down a deposit for as many key cards as they need. The typical number of key cards per family is two- one for Mom and one for Dad.

Some families get an additional card for a grandparent who picks up regularly. Some families only need one key card. Each family is encouraged to do as they see fit.

Withdrawal

When withdrawing a child from our program, written notice to the director is required 2 weeks in advance. If two weeks' notice is not given, the parent will pay the tuition for the two weeks after notice was given. If the parent later re-enrolls the child, the parent must pay another registration fee.

Registration procedure

1. Complete the Intent to Enroll form (yellow)
2. Complete the Profile for Enrollment (online)
3. Complete all required signature/initial areas on the Profile for Enrollment
4. Pay the non-refundable yearly registration fee. The registration fee must accompany the Intent to Enroll form to hold the child's spot.
5. Submit child's current immunization record
6. All forms mentioned above must be submitted prior to or on the first day of attendance

Fees for registration and key cards

Morning Preschool- One child (half days)	\$50	Registration fees are non-refundable
Morning Preschool and Afternoon Childcare- One child (full days)	\$75	
Multiple children, same family	\$75	
Key card deposit (reimbursed when card is returned)	\$10/card	
Family accounting fee (one time, annual fee)	\$15/family	

Schedule of weekly fees

Tuition rates for half day Preschool and full day Preschool and Childcare per week of enrollment.

2 Days/week Preschool Only, <i>half day fee</i>	\$45
3 Days/week Preschool Only <i>half day fee</i>	\$55
4 Days/week Preschool Only, <i>half day fee</i>	\$65
5 Days/week Preschool Only, <i>half day fee</i>	\$75
2 Days/week Preschool and Childcare, <i>whole day fee</i>	\$80
3 Days/week Preschool and Childcare, <i>whole day fee</i>	\$100
4 Days/week Preschool and Childcare, <i>whole day fee</i>	\$120
5 Days/week Preschool and Childcare, <i>whole day fee</i>	\$140

- A second child will receive a discount of 5% on all tuition charges.
- A 5% discount will be given if payment is made for the full semester.

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Addendum A: Emergency Preparedness and Response Plan (updated June 2017)

PLAN DEVELOPED BY: ST. PAUL'S LUTHERAN PRESCHOOL

DATE: 10/23/2016

PROGRAM INFORMATION:

PROGRAM NAME: St. Paul's Lutheran Preschool

LICENSE NUMBER: 16, 598, 628

PROGRAM ADDRESS: 835 E. Fairmont Blvd.

PROGRAM PHONE NUMBER: 605-341-5385

EMAIL: director@stpaulsknights.org

DIRECTOR NAME: Nicole Maddox

DIRECTOR PHONE NUMBER: 605-391-6139 C

605-519-2692 H

EMERGENCY CONTACT: Steve Gurgel, principal

EMERGENCY CONTACT NUMBER: 414-379-7782

2ND CONTACT: Pastor Tim Berg

EMERGENCY CONTACT NUMBER: 605-519-9058

NUMBER OF CHILDREN ENROLLED: 48

NUMBER OF STAFF EMPLOYED: 6 and director

EMERGENCY CONTACT INFORMATION:

Program	Name	Phone	E-mail
Medical Emergency		911	
Police		911	
Fire		911	
Hospital	Rapid City Regional Hospital	755-1000 ER: 341-8222	
Poison Control	Nat'l Poison Control	1-800-222-1222	
Insurance	Western Dakota Insurers/Guide One Insurance, Joann Swenson	605-716-8612	
Out-of-area contact person	Pastor Nick Haasch	Cell:605-490-2619 Church:605-347-5376	
Near evacuation site contact	Bible Fellowship Church Pat Kung	605-391-5057	
Far evacuation site contact	Rapid City Christian School Julie Hewitt	605-341-3377	jhewitt@rcchristian.org
Child care licensing specialist	Lori Janssen	394-2525 ext. 610	Lori.Janssen@state.sd.us
Child Protection Services		394-2525	
Local Emergency Management	Dustin Willett	394-2185	
Electric company	Black Hills Energy	605-341-7900	
Gas company	Montana Dakota Utilities	605-342-0160	
Water company	City Finance Office	605-394-4143	
Building inspector	Albertson Engineering 3202 W. Main St Ste C	605-343-9606	
Plumber	Action Mechanical	605-348-5212 After hours emergency: 605-721-8029	

LOCATION OF EMERGENCY ITEMS

- Daily list of children attending the program: clipboard on counter in West room
- Children's emergency contact info: by back entrance
- Emergency supplies: in the mechanical room, next to shelter-in-place location-lower level hallway under the church
- Location of building water shut off: Mechanical room, lower level of church, shut-off is the red knob nearest the floor

- Location of building electrical/gas shutoff: Electricity-main breaker shut-off is on the back wall of the mechanical room on the lower level. Gas-The main gas shut off is located outside on the south east side of the church. It is in the fenced area and the meter is attached to the wall.

EVACUATION PLAN (for fire, bomb, or explosive threat emergencies)

For fire, see *St. Paul's Lutheran School Safety Procedures: Fire Emergencies*. Director or designated staff member will bring daily list of children in attendance (found on the clipboard on the counter in the West room) as well as emergency contact information (kept by the back door). Should sheltering for extended periods be necessary, students will evacuate to Bible Fellowship Church (near evac site). If sheltering in the near vicinity of school is impossible, students and staff will shelter at Rapid City Christian (far evac site).

ACCOMMODATIONS OF VULNERABLE PERSONS

Children or staff with a disability: Each staff member will ensure the safe evacuation of all students in his/her care. Any students with disabilities will be accommodated by staff as needed. Should staff with disabilities be hired, an action plan will be created so that both staff members and the children in that individual's care can evacuate safely.

Children or staff with a chronic medical condition: Each staff member will ensure the safe evacuation of all students in his/her care. Students with chronic medical conditions will be accommodated. Any necessary medications will be retrieved from above the sink in the West room. Upon hire (or as circumstances warrant), all staff with chronic medical conditions will assist in creating an action plan so that all staff and children can evacuate safely in possession of all necessary medications and assistance.

ALTERNATIVE LOCATIONS

1. Evacuation Site-Near (within walking distance of the program)

Name of facility: Bible Fellowship Church

Address or location of facility: 1212 E. Fairmont Blvd.

Contact person: John or Pat Kung (janitor and current treasurer)

Site phone number: 605-343-3604 Cell phone number: 605-391-5057 (Pat)

Facility has 3 rooms in the lower level of the building that are designed for children's use (Sunday School and nursery) Bathrooms are located immediately outside those rooms and none of the rooms contain exterior doors.

2. Evacuation Site-Far (outside the program community)

Name of facility: Rapid City Christian School

Address or location of facility: 23757 Arena Dr. Rapid City, SD 57702

Contact person: Julie Hewitt, principal

Site phone number: 605-341-3377 Cell phone number:

Facility has a large gym with access to restrooms, limited outdoor access and is generally safe for children under supervision

SHELTER IN PLACE (for tornado emergencies)

The shelter in place room is located: in the east end of the fellowship hall (below church) on the lower level of the building

Emergency supplies are located: in the mechanical room next to the lower level bathrooms below the church

The process for sheltering in place is: *See St. Paul's Lutheran School Safety Procedures:*

Tornado Emergencies

EMERGENCY SUPPLIES:

- | | | |
|-----------------------------|--------------------------------|-----------------------|
| -toilet paper | -disposable cups | -bottled water |
| -paper towels | -first aid kit | -plastic/garbage bags |
| -weather radio w/ batteries | -relocation site agreements | -non-per. food items |
| -extra children's clothing | -parent contact info | -hand sanitizers |
| -flashlight and batteries | -medical releases for children | |

LOCK-DOWN PROCEDURES:

Our facilities are locked at all times. For further lock-down instructions, see *St. Paul's Lutheran School Safety Procedures: Active Shooter/Attacker*.

COMMUNICATION PLAN:

In the event of an emergency, parents will be notified through text message by either the director or school principal. All announcements will also be broadcast on the radio-am station 1380 KOTA.

The emergency plan is shared with parents in the parent handbook upon enrollment and in each fall of the school year.

All staff receive training in the emergency plan upon hire and as each new school year begins.

REUNIFICATION OF CHILDREN WITH FAMILIES:

Once all-clear has been given, regardless of emergency, students will be reunited with families in the following way:

- 1) If sheltered in place, parents and/or emergency contacts will be notified by text message and radio announcement from the director or principal that it is now safe for children to be picked up. Normal pick-up procedures as stated in handbook will be followed.

2) If sheltered in an evacuation location, parents and/or emergency contacts will be notified by text and radio announcement from director or principal that it is now safe for children to be picked up. Normal pick-up procedures as stated in handbook will be followed.

RE-OPENING AFTER AN EMERGENCY:

- 1) Before re-opening, building will be inspected both to make sure the building is sound (building inspector) and to make sure it is fit for childcare provision (licensure specialist).
- 2) All service-providers to the site will be notified (meal service, carpet cleaning, janitorial, etc.).
- 3) Parents will be notified of dates for re-opening, as well as any new procedures that will need to take place.
- 4) Continued emotional and spiritual care following the emergency will be offered for both children and their families by the pastors and staff of St. Paul's Lutheran as needed.