

# St. John's Lutheran



## Four and Five Year Old Preschool Handbook



**Welcome to our St. John's church and school family! We are glad to have you with us and hope you will soon feel comfortable and realize that you are a vital part of St. John's Lutheran School.**

**Mission Statement:** St. John's Lutheran School and Preschool exist so that the children and adults may through the power of the Holy Spirit:

Joyfully and Boldly...KNOW Jesus and each other  
GROW to be like Him  
SOW His Love in Word and Deed

### **DEVELOPMENTAL POINT OF VIEW**

The preschool at St. John's is based on the Developmental Point of View defined as follows:

The Developmental Point of View means understanding that growth is orderly, structured, and predictable. Each child has a cycle of development that is particular to humans, and each child will pass through this cycle. In this way each child is like every other child.

The Developmental Point of View means accepting children as total being. Their physical, social, emotional, and intellectual aspects of development depend on and support each other. These parts are not separate, and one cannot be stretched ahead of the others without upsetting the balance.

The Developmental Point of View means appreciating that readiness for any task has its roots in the biological/ maturational make-up of the child. We cannot produce, hurry, or ignore readiness. When children are ready, they will be born, walk, talk, and read.

The Developmental Point of View is a respect for the total "humanness" of children.

In Developmental Preschool the children will paint, move, sing, create, and learn many things through experiences.



### **LANGUAGE ARTS EXPOSURES**

Fiction and Non-Fiction books, as well as books on CD's offer unique language arts/early literacy skills. By exploring the community by going on field trips, having special guests visit the preschool or learning through oral communication during a cooking experience, also expose children to gain confidence in learning language arts skills. Expression of self, including "Show and Tell" and daily student interactions through centers, are encouraged. Daily simple craft directions, learning letters, sounding out the letters and simple words, rhyming words and the listening center, also promote confidence in this area of learning. Beginning writing/handwriting is also encouraged. Recognizing "environmental print" i.e.—the sign of McDonald's (a child states: That says McDonalds, because it starts with an M"), is key in connecting the child's experiences with early literacy skills.

**GOALS:** That the child would use appropriate vocabulary and pronunciations to express needs in sentences. That the child would have the ability to understand and follow simple directions. That the child would be able to tell about a situation or picture clearly enough to be understood. That the child would be able to hear and understand a simple story to the degree that he can retell it or sequence several of the events.

### **MUSIC AND ART EXPOSURES**

Play dough, paints, stencils, markers, colored pencils, chalk, puppets, stamps, simple crafts, songs, finger plays, action rhymes, glue, and scissors.

**GOALS:** These are incorporated daily to make the day more fun; but they also serve to enhance creativity, help the child to memorize simple songs, numerical order, letters, days of the week, fine motor control, etc.

### **MANIPULATIVE PLAY**

Puzzles, stencils, beads, play dough, pegs, serve to refine large and small muscle control, eye-hand-foot coordination, figure ground perception, visualization, recall, sequence, memory, etc.

### **SHOW AND TELL**

Show and Tell time is very important at preschool! Show and Tell not only helps the children to get to know each other, but it also builds communication skills and self-esteem. Encourage your child to pick something from his/her world. It may be an interesting picture, an unusual rock, or something he/she has created. This is what it's all about-sharing. Take a few minutes to let your child practice sharing at home. Public speaking can be frightening. Show and Tell will take place on either a Wednesday or Thursday, depending on what class your child is in.

## DAILY SCHEDULE\*

8:50-9:05 a.m. 12:05-12:15 p.m.	Doors Open and Centers (Center Time. Various centers are open for exploration).
9:05-9:20 a.m. 12:20-12:35 p.m.	Opening Group Time (Calendar/Weather and explain centers).
9:20-10:00 a.m. 12:35-1:10 p.m.	Centers (Art, writing, blocks, computer, kitchen, reading).
10:05-10:25 a.m. 1:15-1:35 p.m. 1:15-1:35 p.m.	Jesus Time (Bible stories, fingerplays, Bible verses to remember, prayers and songs are shared.)
10:25-10:40 a.m. 1:40-1:55 p.m.	Snack and Book Time. (Opportunity to thank God for our snack. Children pack backpacks then choose a book from class library before gathering for Group Time).
10:40-11:00 a.m. 1:55-2:15 p.m.	Group Time (academic skills are learned based on a theme. The letter and number of the week are discussed as well as early literacy, math, social studies and science skills).
11:00-11:15 a.m. 2:15-2:30 p.m.	Large Motor (children play on the playground or have activities in the gym).



\*Children thrive on routine and knowing what is going to happen next is very important. On occasion, the schedule will be adjusted to meet the needs of the day, i.e Chapel, Show and Tell or Gym.

## AGE

All children must be **four** by **September 30th 2009** in order to enter the 4-year-old preschool in September of that year. Children must be **five** by **December 31st 2009**, in order to be eligible for the Young Five's Class.

## FORMS

A variety of forms must be completed by the parent before the child attends the first day of class. Forms **must** be turned in prior to the start of school. There will be a "Preschool Open House" in late August, which provides the opportunity for the child to meet the teachers, other children and their families and become familiar with the areas of the classroom. In order for your child to be enrolled for preschool for 2009-2010, the \$100 (non-refundable) commitment fee and the Enrollment Form **must** be completed. Forms that have not been filled out will be available to fill out at the Preschool Open House.

## **FINANCIAL COMMITMENT**

By enrolling your child, you are personally accepting the responsibility for the timely and full payment of all registration fees and tuition for your child. If someone other than you is responsible for payment of all or any part of the fees or tuition for this child, then it is your responsibility to make arrangements, in advance, acceptable to the school before you will be released from personal liability for this obligation.

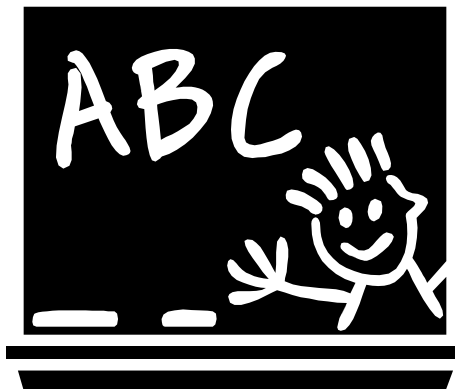
## **WITHDRAWAL POLICY**

At times, there may be reasons why a child is withdrawn from our class. If for any reason (financial or personal) a parent decides to withdraw their child from the class, we need to be informed at least **10 days** in advance to keep our records in order. Please let Mrs. Charlene McKay (school secretary) know as soon as possible if you are planning on withdrawing your child. Thank you.

Also, if a child has not been attending class for more than **10 school days**, and we do not receive information regarding the reason for absence, we will assume the child has withdrawn and their name will be taken off of the master list.

## **NONDISCRIMINATORY POLICY**

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



## **COMMUNICATION**

Preschool Lesson Plans will be sent home on the Monday/Tuesday of each week. Please read over them for snack duty reminders, and to ask your child what they learned throughout the week in preschool.

A monthly newsletter with upcoming information regarding the preschool's events will go home on the first Monday/Tuesday of every month. Any other news that go home will be put in your child's backpack.

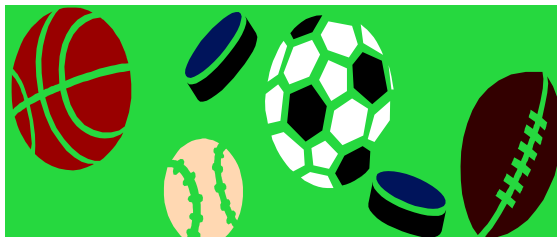
\*\*Please read all notes that are sent home. To facilitate communication from parent to teacher, please place any notes that you want the teacher to be aware of in your child's take home folder. Thank you very much.

## **DRESS**

Please dress your child for active, (sometimes dirty) play. We will be using water, sand, dirt, glitter, stones, paint, clay, etc. from time to time. While normal precautions will be taken (i.e. paint shirts), accidents can happen. Also, rubber soled shoes must be worn. Feel free to have your child wear summer clothes if the weather is hot in the fall and spring. Shorts are acceptable until November 1st. On nice winter days we may go outside, so please send your child to school in coat, hat and gloves or mittens. Our room and gym are adequately heated, but long sleeved shirts in the winter are a good idea. If your child is not wearing tennis shoes, please send a pair in your child's book bag. Your child will have to wear tennis shoes to participate in gym play.

## **CHAPEL**

Chapel will be held at 10:30 a.m. for the morning classes and at 1:30 p.m. for the afternoon class (es). Pastor Jack leads our Chapel services in the church and monthly Chapel offering envelopes (manila in color) will go home during the first week of the month. "Hearts for Jesus" and "Backpacks for Children" are just a couple of the monthly Chapel projects that the whole school financial gives to.



## SCHOOL CALENDAR

St. John's School vacation days generally coincide with national holidays. Lutheran Teachers Conference days (late October) do not necessarily coincide with public school, so be sure to check those dates if you have children in both Marysville or Fairbanks school systems. Please watch your child's calendar closely.

Each family should receive a detailed calendar for the upcoming school year during the summer months and the first week of school. If you misplace your calendar, please ask for a copy.

## SCHOOL HOURS & TRANSPORTATION

4 and 5 Year Old Preschool is held in three sessions:

4 year olds- Tuesday & Thursday Morning	9:00-11:15 a.m.
4 year olds- Monday, Wednesday & Friday Morning	9:00-11:15 a.m.
Young 5's -Monday, Wednesday & Friday Afternoon*	12:15-2:30 p.m.

\*Denotes the Young Fives class. Children must be 5 years old by December 31st 2009 in order to be eligible, (all other classes are for 4 year olds.)

\*\*A Tuesday/Thursday p.m. class from 12:15-2:30 p.m. **may** be offered if there are enough interested families.

\*The children are encouraged to arrive promptly between 8:50-9:00 a.m. and 12:05-12:15 p.m. Unless special arrangements are made, children are to be picked up **promptly at 11:15 a.m.** in the church parking lot or at **2:30 p.m.** in front of the cafeteria doors.

\*\*Bus service is prohibited by the State of Ohio, therefore all parents must provide transportation for their child. Carpooling is encouraged and a class list will be provided during the 1st month of school. The teacher will not release a child to anyone unless their name appears on the authorization form or prior notification has been received either by a phone call or written note.

\*\*\*The child will enter through the side (west) preschool entrance, and **MUST** be accompanied into the classroom. The child will exit out the hall door to the gym (a.m. classes) or the cafeteria doors (p.m. classes). This is for the safety and well-being of the children.

## SNACKS

Snack time is always fun and a real boost to a four or five year old's day. Please keep these nutritious, exceptions may include a special birthday treat.

If your child has a summer birthday we will celebrate their birthday at the end of the year. Ideas for nutritional snacks along with the September monthly snack calendar, will be given to you at the Preschool Open House in late August.

Successive snack schedules will be set up and sent home monthly as the year progresses, (birthday's may alter the rotation.). If you cannot provide snack for that day (i.e. your child is sick or you are on vacation, please let the teacher know or switch snack days with a classmate. Weekly Reminders for upcoming snack duty will be found in the Preschool Plans. Per state requirements, a filled in snack calendar with the daily snacks that children have brought in, will be available to track any food allergies that your child may obtain. Thank you!

Milk will be provided with snack each day. Each child receives 1/2 carton of white milk per day.

**\*The cost for the Monday/Wednesday/Friday classes (100 class days) for a year of milk will be approximately \$15.00.**

**\*\*The cost for the Tuesday/Thursday classes (70 days) for a year of milk will be approximately \$13.50**

Payment by cash or check (made out to St. John's Lunch Fund) is due in full either at the Preschool Open House or during the first week of school. If your child is allergic to milk or does not care for it, please inform the teacher and other arrangements will be made

## STATE OF OHIO LICENSED

St. John's Lutheran Preschool is licensed through the State of Ohio's Department of Education. To report any concerns, complaints, and/or violations, call (614) 466-0224, or the Department of Ombudsperson at (877) 644-6338.



## INCLEMENT WEATHER

1 or 2 hour delays, whether fog, snow or ice **DO NOT** affect preschool classes. Parents provide the transportation, therefore they are the decision makers. Preschool **WILL BE** cancelled when Marysville **OR** Fairbanks close due to inclement weather. Always watch the TV on those “iffy” weather days for delays or closings. Please check the following stations: Channel 4, 6 or 10 (www.10tv.com) between 7:00 and 8:00 a.m. for up to the minute school closings. Please watch for: **St. John’s Lutheran School-Marysville (under the Union County heading).**

## CONFERENCES / SCREENING

The first preschool parent - teacher conference is held in November. A second conference will be scheduled in March. The progress of each child is shared with the parents through a Preschool Four and Five Year Old Developmental Skills Checklist.

In the spring, St. John’s offers the Gesell test to any preschool child. This is a test which measures developmental readiness for Kindergarten. This will not be administered unless the parent requests it. Please call the 3 year old Gesell trained teacher; Miss Mary Mayer at 937-644-5540 x122 or 937-642-2181, to set up a time.

## SUPPLIES

### **4-year-old supplies include:**

A box of 24 Crayola crayons  
A package of washable markers  
2 Elmers glue sticks

### **Young 5’s Supplies include:**

A box of 24 Crayola crayons  
A package of washable markers  
2 thin Elmers glue sticks  
A pair of child’s scissors  
An art box (spacemaker size)

\*A large book bag with the child’s name printed on it is also needed. (2) 8 x 11 1/2 inch take-home folders will be needed for parent communication.

\*\*Throughout the year, 6 children at a time per class will be asked to bring in the following items: a roll of paper towels, a box of tissues, a package of paper plates, or a container of sandwich/gallon size Ziploc bags.

\*\*\*A change of clothes (appropriate with the change of seasons) will also be needed with your **child’s name** and **class** (i.e. M/W/F a.m.) written on a gallon size Ziploc bag. These clothes will be left in your child’s backpack throughout the year and will be used for art/paint/sensory table accidents/spills or bathroom accidents. Thank you!

## **HEALTH RULES**

If your child has a sore throat, cough, ear ache, discharge from the ear or nose, skin rash, eye infection, or a temperature above 98.6 degrees, he/she should NOT come to school. We ask that you consider the other children that your child comes into contact with, and use your better judgement when deciding if they should attend school or not for that day.

Please notify the school office or the teacher when your child has a communicable disease, so that the other parents may be warned that their child may have been in contact with it. A list of communicable diseases and the number of days that the child should be kept at home are found in the preschool enrollment packet. The following are a few of the diseases and amount of time that your child should be kept from school for the indicated number of days:

- CHICKEN POX. . . . . Excluded 10 days from first appearance of rash.
- MEASLES. . . . . Excluded 5 days after appearance of rash.
- MUMPS. . . . . Excluded until all swelling has disappeared.

No written excuse is needed if your child has missed school. We ask that you please call the office the morning of the day your child is sick. The phone number is 937-644-5540 x100. Our secretary's name is Mrs. Charlene McKay.

## **PARENTAL ROLE**

You are the most important people in your child's life. Your support and encouragement of school and church activities are vital to develop good attitudes in your children.

Please check your child's backpack daily and find an "important" place for your child to display their preschool projects.

Starting in October, you are welcome to observe or help out in the preschool room. This time frame allows a smooth transition to the preschool setting. From time to time, extra help for various projects will be needed. Parents are vital in assisting with field trips and holiday parties. Donations of household items may also be requested.

We appreciate your support and cooperation as we work together to make the preschool year successful!

## **GENERAL GOALS OF PRESCHOOL AT ST. JOHN'S**

1. To acquaint the child with God and His love for him as the cornerstone of self-esteem.
2. To provide a caring, nurturing environment whereby a child sees himself as an individual of worth and uniqueness.
3. To provide a child with positive daily experiences so as to bring about an "I can do," and "I will try" attitude.
4. To help a child to function independent from his family and home and feel success.
5. To help a child develop relationships with "preschool friends" and refine social skills.
6. To build a positive attitude towards school and learning. New learning experiences are fun.
7. To increase a child's listening, observing and directional skills to set the tone for more formal growing and learning experiences.
8. To form a good liaison between home and school to benefit the child.

Children will be exposed to experiences in the following areas that are aligned with the Developmental Point of View. The 4 and 5 year old Scope and Sequence (what they will be assessed on and taught throughout the year) is enclosed with the enrollment packet, or by request from your child's teacher.

## **SPIRITUAL EXPOSURES**

The overall goal is that young children will know Jesus as their Savior. Our monthly chapel service, along with daily simple Bible stories, songs, puppets, crafts, object lessons, fingerplays, are a variety of some of their experiences. It is our desire to nurture the child with God's love.

### **GOALS:**

1. To develop a personal relationship with God.
2. To share God's love in relationships with others.
3. Appreciate God's wonder in our relationships with the world.



## WE PRAY FOR CHILDREN

who put chocolate fingers everywhere,  
who like to be tickled,  
who stomp in puddles and ruin their pants,  
who sneak popsicles before supper.  
who can never find their shoes.  
who bring us sticky kisses and fistfuls of dandelions,  
who sleep with the dog and bury goldfish,  
who cover themselves with Band aids and sing off key,  
who squeeze toothpaste all over the sink,  
who slurp their soup. Ina J. Hughs

One of the ways we at St. John's Lutheran Preschool affect the children most, is by praying for them and with them. May you know the joy of God's abundant love, by the messages they bring home to share.

I love  
Preschool!



