



# St. Johns Lutheran Preschool Handbook

**St. Johns Lutheran Preschool** is owned and operated by St. Johns Lutheran Church of Wykoff, Minnesota, under the supervision of the congregation’s Board of Education.

St. Johns provides students with a strong foundation in academic skills, social abilities, and moral values that they will take with them the rest of their lives. In today’s world a quality education is very important in helping our children succeed in the future. St. Johns is blessed with a talented and dedicated staff that is able to work with each child at the level they are at. Along with loving and caring teachers, St. Johns has tremendous parent involvement which helps provide a wonderful learning experience for each child. Not only is it important that we provide our children with a strong academic education, it is even more important that we are able to help our children grow in their faith. Through the work of the Holy Spirit we are able to provide for them a foundation in Christ that they will take with them the rest of their lives.

## **ENROLLMENT & ENTRANCE REQUIREMENTS**

Our preschool is open to the general public for children age 3 years through pre-kindergarten and who are toilet-trained. Registration forms for preschool enrollment are available on the school website, [www.stjohns-wykoff.org](http://www.stjohns-wykoff.org), and upon request. Registration opens in March and continues through August for the following school year. All forms must be completed and submitted to the school office with the first month’s tuition payment to guarantee enrollment in the preschool. Enrollment of children in the preschool, after the registration period, is granted if openings are available.

***The Health, Immunization, and Registration forms must be completed, signed, and submitted by the first day of school, along with a photocopy of the child’s birth certificate (a copy can be made in the school office).***

## **SCHOOL TIMES** (afternoon sessions will open if morning sessions fill up)

Tuesday/Thursday	8:00 AM – 11:00 AM	3-year-old preschool
Monday/Wednesday/Friday	8:00 AM – 11:00 AM	4-year-old preschool

Please escort your child to class and pick him/her up there. Pick up your child promptly **(within five minutes of dismissal time)**. If for some reason you are delayed in picking your child up, call the school so we know you will be late. You must come inside the school to pick your child up. We will not allow the children to run to the cars, for their own safety.

## **CALENDAR**

Our school year runs from August through May. The calendar will typically follow the calendar of St. Johns Lutheran School and the Kingsland School District. If St. Johns Lutheran School and the Kingsland schools are closed due to weather conditions, St. Johns Lutheran Preschool will also be closed. If the school district is late due to weather conditions, the morning session will be canceled. If you ever question whether we are meeting or not, feel free to call the school at 507-352-4671.

## **TRANSPORTATION**

Parent transportation is required for getting preschool students to and from school, with the following exception: the Kingsland School District has graciously agreed to transport preschool-age children to St. Johns if they have an older brother or sister riding the bus, or if the bus goes right past their house. Kingsland School District **will not** transport students who are not on a direct route. Parents are still responsible for mid-day transportation. If you intend to use the bus service, please contact the Kingsland bus garage (507-346-2732) and let them know your intent. **NOTE:** If you have arranged for someone else to pick up your child, **YOU MUST LEAVE A WRITTEN NOTE WITH THE TEACHER** with sufficient identifying information to prevent any unauthorized person from picking up your child.

## **TUITION**

St. Johns Lutheran Preschool's tuition is:

3-year-old preschool (2 days per week): **\$120.00 / month**

4-year-old preschool (3 days per week): **\$150.00 / month**

The first month's payment is to be paid in advance and will be considered the registration fee. Tuition is due by the first school day of each month. Anyone wishing to pay additional months in advance is welcome to do so. Any parents wishing to withdraw their child from the program shall give a 30-day notice. Tuition rates are not reduced for holiday months, illnesses or other unforeseen canceled school days.

## **PERSONAL BELONGINGS**

Please label all your child's belongings (coats, hats, mittens, boots, etc.). We are not responsible for lost articles, but we do provide each child with a space to store their items.

## **PROPER DRESS**

You are encouraged to dress your child in comfortable play clothes of the self help variety. Please dress your child according to the weather. We try to encourage the children to dress themselves so be sure they wear clothes they can manage easily. Be sure coats have buttons and zippers that work and boots are large enough.

## **MEALS AND SNACKS**

A snack is served at all sessions and will be provided by the school. The annual snack fee is payable at the beginning of the school year:

3-year-old preschool (2 days per week): **\$30.00 per year**

4-year-old preschool (3 days per week): **\$50.00 per year**

We will also be happy to pass out birthday treats for your child's birthday and for special party days. **These treats must be store bought.** Please notify the teacher one week in advance so that she can plan for it. There must be enough treats for each child in the class.



## **INSURANCE**

We wish to emphasize that the school does not provide any type of health or accident insurance for injuries incurred by your child at school. Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate.

## **FIELD TRIPS**

Children will not leave the school grounds for field trips without the written permission of parents.

## PARENTAL CONTACT

Newsletters will be sent home with the children telling what has taken place at school and of upcoming special events. Parent-teacher conferences are offered every fall and are also available at any other time upon request. Parents are invited to visit the classroom at any time.

## GRIEVANCE POLICY FOR ST. JOHNS LUTHERAN PRESCHOOL

In an effort to make sure communication is kept healthy and productive between all those who are involved in St. Johns Lutheran Preschool and to take seriously any grievances of parents or others associated with the school, we have adopted the following Grievance Policy. It is our sincere hope that grievances be avoided, but on the occasion there is a difficulty, the following guidelines will be observed.

1. The concerned parent, or party involved, will consult with the teacher and state their grievance.
2. The teacher will assess the situation and talk with the parent or concerned party within one week.
3. If the grievance is not resolved, the parent, or concerned party, has one week to submit a written statement of their grievance to the administrator
4. The administrator will assess the situation, and, within one week, meet with the parent, or the concerned party and the teacher. Within one week of this meeting, the school's administrator will submit written replies to the parent, or concerned party, and the teacher.
5. If the grievance is not resolved, the parent, or concerned party, has one week to submit a written statement of their grievance to the School Board.
6. The School Board has two weeks to reply, in writing, with their answer concerning the grievance
7. The decision of the Board will be final. If the parent, or concerned party, does not meet specified time limits, the issue will be dropped.
8. Questions may be directed to Fillmore County Social Services at 507-765-2175.



## CHILDREN WITH NEEDS

If your child has a special need, please inform the school immediately. The staff will assist your child in any way possible to meet this need. For example, if your child has allergies and cannot eat certain snacks, we will list this and be sure that your child does not eat this particular snack. If your child needs medication during the time of preschool, the teacher will administer it privately. It is essential that you notify us of any special needs so we can help. Please **DO NOT** send medication to school with your child. Parents are asked to bring the medication to the teacher (this includes ointments, salves, pills, cough drops etc.). As a basic rule, St. Johns Lutheran Preschool will not administer medications except for the following: **asthma and bee stings**. If medication is administered, a care plan is followed and documented indicating the type of medication, when administered, and who administered it.

## HEALTH AND SAFETY

In fairness to your child and others, be sure your child is free of infectious illness and fever. We reserve the right to send any child home whose health seems questionable. Please call the school between 7:30 and 8:00 a.m. if your child is ill and will not be attending that day, so we do not expect him/her. If your child has a cold, sore throat, swollen glands, stomach ache, headache, or diarrhea, please keep the child home so others will not be exposed to the illness.

Please inform the school immediately if your child has been exposed to or contracted a contagious disease. Such diseases would be measles, mumps, chicken pox, head lice, etc. Please keep the child at home so others will not be exposed. The school will notify all parents in writing when there is one confirmed case of a communicable or infectious disease.

### **PROCEDURE FOR CHILDREN WHO BECOME ILL OR SERIOUSLY INJURED**

When a child becomes ill at school, the parents will be called to pick up the child. If the parents can't be reached, the second party you have listed on the enrollment form will be called. The child will stay at the school, apart from the other children, until the parent or approved second party picks up the child. If neither party can be reached and the child is seriously ill or injured, the child will be transported to the hospital by ambulance.

### **CONTROLLED SUBSTANCE & ALCOHOL ABUSE POLICY**

St. Johns Lutheran Preschool program prohibits individuals, employees, subcontractors, and volunteers, while in direct contact with children served by our program, from abusing prescription medication or being under the influence of a controlled substance and/or alcohol in any manner which impairs or could impair the person's ability to provide care of services to the children.

### **METHODS OF DISCIPLINE**

Methods of behavior management used in order of most frequent to least frequent are:

1. Staff gives positive attention to good behavior, ignores bad.
2. Discuss with the child acceptable behavior.
3. There is no designated "timeout" chair. Child sits on a chair in the classroom. The teacher and child discuss the child's action. Child can join the group again when willing to behave accordingly.
4. Discuss behavior with child and parents together.  
Child will not be removed from classroom without parent consent.
5. No corporal punishment is allowed.

### **TYPE OF PROGRAM**

The school, which is licensed by Fillmore County, offers a Christian program designed to help students grow socially, emotionally, physically, intellectually, and spiritually in an atmosphere where each child will feel acceptance and love. Some of St. Johns early childhood goals and objectives include providing an environment that fosters growth in gross and fine motor development at developmentally age-appropriate levels for each child, as well as providing an environment that fosters growth in language, math, science, and sensory skills. They will also provide an opportunity for each child to develop a positive self-image, and positive growth in relationship with peers, adults, and other children. Students will be instructed in developing vocabulary, speaking in sentences, using verbal expressions, following simple directions, as well as expressing ideas, feelings, and experiences through stories and art.

Questions concerning the content of the program should be directed to the teacher, director, or principal.

### **GOALS AND OBJECTIVES:**

Physical Development -- to provide an environment that fosters growth in gross and fine motor development at developmentally age appropriate levels for each child.

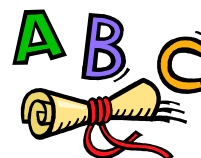
1. To exhibit age-appropriate balance and coordination skills
2. To safely utilize outdoor equipment for climbing, riding, swinging, etc.
3. To participate in a range of outdoor and indoor physical activities for fine and gross motor skills



4. To follow music / drum beat during movement activities
5. To build with various materials (blocks, boxes, etc)
6. To acquire skills for writing, cutting, and eating
7. To handle books comfortably and carefully
8. To dress self and fasten clothing
9. To comfortably experiment with clay, finger paint, sand, and other media
10. To participate a regular program of exercise and physical activity
11. To utilize manipulative toys for nesting, stacking, insertion, matching, and grouping
12. To move comfortably through space without frequent accidents
13. To develop skills for personal hygiene and care (hand washing, not placing toys in their mouth, etc.)
14. To handle materials and animals gently
15. To develop confidence in motor- skills abilities

Intellectual Development - To provide an environment that fosters growth in language, math, science, and sensory skills; and to develop age appropriate levels for each individual child.

- I.
  1. To point to familiar objects and body parts
  2. To name familiar objects and body parts
  3. To recognize basic shapes and ten basic colors
  4. To follow simple directions
  5. To ask questions
  6. To recognize numerals 0-10 and some alphabet letters
  7. To classify objects according to common attributes
  8. To compare and contrast objects according to predetermined criteria
  9. To develop observation skills using senses
  10. To experiment with objects in the environment
- II.
  11. To predict the outcome of events and experiments
  12. To recognize certain patterns
  13. To develop basic concepts of space time and number
  14. To develop problem solving skills
  15. To recall and describe events



Social -- Emotional Development - To provide an opportunity for each child to develop a positive self image, and positive growth in relationship with peers, adults, and the environment.

1. To develop positive self concept
2. To appropriately express both negative and positive feelings
3. To separate from family without serious emotional distress
4. To develop independent behaviors
5. To participate alone and with a group in a variety of experiences
6. To name members and relationships of family
7. To ask for assistance when experiencing difficulty with tasks or relationships
8. To develop acceptable attention-getting behaviors
9. To accept strengths and weaknesses
10. To develop cooperation behaviors for interactions with others
11. To develop relationships with peers and adults outside from the home
12. To respect ones own property and that of others
13. To respect individual differences
14. To recognize and respect the feelings and needs of others
15. To develop basic understanding of history, celebrations, art, music, and other aspects of Western Culture.

### Language Development-

1. To use verbal expressions
2. To develop vocabulary
3. To speak in complete sentences
4. To speak clearly and develop articulation skills
5. To relate experiences
6. To formulate questions
7. To respond to questions from others
8. To follow simple directions
9. To repeat familiar nursery rhymes and songs
10. To listen to stories
11. To retell stories in own words
12. To recognize familiar sounds
13. To participate in writing activities
14. To express ideas, feelings, and experiences through stories and drawings
15. To associate spoken and written languages



### **ACTIVITIES**

#### Physical Gross Motor

running, jumping, climbing, hopping, ball play, balance beam relays, obstacle course, exercises creative movement, block/construction, skipping, galloping, circle games, parachute

#### Physical Fine Motor

cutting, gluing, painting, puzzles, stringing, pouring, play dough, coloring/markers, printing/pencils skills, peg work, sewing, manipulative, scooping, sorting

#### Intellectual Math

pegs, quantity to symbol 0 - 10, pipe cleaner numerals, sandpaper numerals, sets, processes (add, subtract, etc.), money, time, measurement, thinking activities, symbol name and recognition

#### Intellectual Language

story telling, flannel boards, puppets, board games, classification, rhyming, matching activities, sequencing activities, phonics, letter recognition, reading, printing



#### Intellectual Sensory

shape activities and vocabulary, size activities and vocabulary, color activities and vocabulary, and smelling and tasting activities

#### Intellectual Problem Solving

science activities, board games, "what if" questions

#### Social

block and construction area, dramatic play area, creative movement, free choice, large muscle time, group time, small group time, housekeeping, sharing opportunities, service projects, music, sand, rice, and water play, snack time, stories, discussions

Emotional

group times, story time, free choice, sand rice, and water play, outside play, creative movement, dramatic play, blocks, music, large muscle time, sharing opportunities, thinking skills.

Pets

Pets are not allowed unless they are a part of a special event. Arrangements will be made in these situations.

**Note. . . . .**

Children will not be involved in any experimental procedure or research as a part of our program.

Parents are welcome and encouraged to visit St. Johns Lutheran Preschool.

**St. Johns Lutheran School**

[www.stjohns-wykoﬀ.org](http://www.stjohns-wykoﬀ.org)  
245 S Line Street, Wykoﬀ, MN 55990  
(507) 352-4671  
[stjhnsch@hmtel.com](mailto:stjhnsch@hmtel.com)

**Preschool Director**

Mrs. Rachel Welch  
(507) 251-2934  
[rawelch70@gmail.com](mailto:rawelch70@gmail.com)

**Administrator**

Mr. Kevin Meyer, Principal  
(507) 459-4803  
[kmeyer@hbc.com](mailto:kmeyer@hbc.com)

**St. Johns Lutheran Preschool is inspected and licensed by Fillmore County.**

License Capacity: 10 children - per session  
Serving ages: 3 - 5 years  
Monday-Friday Morning Session: 8:00 AM – 11:00 AM  
Monday-Friday Afternoon Session: 12:00 Noon – 3:00 PM\*\*

\*\*Morning session will be filled first. Afternoon session will open only if morning session is filled.