



St. John's Lutheran School  
Preschool Handbook  
2019-2020

*"Loving and Leading all to Jesus"*

Welcome to St. John's Lutheran School!

We are excited to be partnering with you and your family in the Christian Education of your child.

It is our goal, with the help of God, to provide a safe, nurturing, and educational experience for your family in which your child can reach their greatest potential.

There are over 100 ways in which children learn and express themselves. Our preschool program is designed with this in mind. Themes, lessons, and activities are planned to help children grow spiritually, emotionally, socially, cognitively, and physically. Our mission at St. John's is to nurture the whole child in a Christ-centered environment.

This handbook will help guide you throughout the school year with information about our program, school visits, supplies needed, and the overall plan for our time together.

If you have any additional questions, please contact me any time. Your partnership is needed and appreciated.

God's blessings to your family!

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### When does the school year start?

School starts Wednesday, **August 14th**. The **school day** runs from **8:00 a.m. until 3:30 p.m.** The **half day** runs from **8:00 to 11:30**. There are three optional add-ons that can be selected with enrollment:

- Morning care: 6:30 a.m. - 8:00 a.m. *Students are released to their classroom at 8:00 a.m.*
- Lunch Bunch: 11:30 a.m. - 1:00 p.m. *Add-on for half day only*
- After Care: 3:30 p.m. - 6:00 p.m.

### When will we meet the teachers and see the classroom?

You will have two opportunities to meet the teachers and visit the school. One meeting called “*Tell the Teacher More...*” will be for parents only. During this 15 minute visit, you will tell the teacher about your child and receive more information specific to your child’s classroom.

A second opportunity will be for parents *and* students.

- Our **Preschool 2 and Preschool 3 families** will be invited to a **Classroom Storytime** where you will enjoy stories, activities, and play time in the classroom with the teacher. You may bring in supplies at this time.
- Our **Preschool 4 families** will be invited to a **Classroom Visit** where four or five families at a time can come in for 30 minutes to meet your child’s teacher, visit the classroom, and bring in any supplies.

### What supplies will be needed?

**Please make sure that your child’s name is on all items.**

- Backpack - Large enough to hold an 9 x 12 folder. A simple zipper top design is easiest for both teachers and students to manipulate. Please label with a name on the top of the backpack if possible. The backpack should always contain an extra change of clothes.
- \$25 Walmart or Target Gift Card - Due to a lack of storage space, we are asking each family to purchase one - \$25 gift card (can be done through the St. John’s SCRIP program) We use these cards to purchase paper towels, Lysol wipes, tissues, paper plates, hand sanitizer, baby wipes, napkins, zip lock bags, cooking project supplies, sensory table supplies, etc. as needed.
- Pair of Garden Boots to be kept at school for use in the outdoor classroom.
- 1 box of 50+ plastic sheet protectors - used for individual portfolios.
- Lunch Box \* - may need a freezer pack, too.
- Nap Mat \* - to conserve space, we prefer a one piece pillow/blanket “bed roll” design. They can be purchased online through Amazon, Walmart, or Target.

\* ***These items are not needed for students enrolled in the half day option***



### How will I communicate with the teacher? How will I know what my child is doing?

- Teachers will be available in the classroom/school from 7:30 a.m. until 3:30 p.m. Half day teacher is available 7:30 - 1:30
- Your child will have a calendar page inside their daily folder to track behavior. Your child’s teacher will communicate behaviors through this calendar.

- Shutterfly Share Sites will be established for each class. You will receive an invitation to join the class’s private group. Posted here are themes, activities, schedules, journal entries, calendars, videos, and photos. This is a private site for preschool families only.
- Friday email - You will receive an email summarizing our learning from the week and highlighting events or needs for the upcoming week.
- You will receive the school newsletter from Mr. Florine each Thursday. Please take the time to read it since it contains important information about your school.
- Parent Teacher Conferences - We will meet “officially” in October and again in April. We can also schedule a meeting anytime that you need an update or have a concern.
- We will check emails and voicemails each day before class starts and again after lunch. Calls and emails will be returned as soon as possible. If you need to reach staff during the day, please call the school secretary, Mrs. Hendrickson at 636-464-7303 option 4.

### Will my child have a snack at school?

Yes! We rotate through the class so that each family takes a turn as “snack helper.” You can find the assigned snack helper on the class Butterfly account under the Calendar tab. Your family will provide snack for each child in class for five days. You will receive class enrollment numbers and snack suggestions when you come in to visit.

What about my child's birthday? Can we bring in a treat? Certainly! We will sing and celebrate with your child as they enjoy this special occasion. Please speak to your child's teacher at least a week before, and we can decide on a day to celebrate.



### What should my child wear to school?

- Students should wear comfortable play clothes that they can move well in, possibly get messy, and be able to manipulate for toileting. Girls should wear shorts under skirts. Please no spaghetti straps.
- All students should wear closed toed shoes. **Preferably tennis shoes** daily. No flip flops or backless shoes.
- Please keep an extra set of labeled clothes (including socks and underwear) in your child's backpack. Spills and accidents happen and emergency clothing is limited.

### What is the morning procedure? What should I help my child do upon arrival?

- If you are enrolled for morning care, your child can be dropped off in the cafeteria until 7:15 a.m. After 7:15 they can be brought to Room 202 at the top of the stairs.
- Classrooms open for half day and school day enrollment at 8:00 a.m.
- Please try to arrive by 8:15 so that your child has some free choice time before we start our clean up.
- Please help your child take their name/picture card off the door. Allow your child to hang their backpack, take out their lunch (if they have one) and place their daily folder into the bin.
- You will sign your child in on the daily clipboard and indicate their arrival time, their lunch choice for the day (if applicable) and any other special instructions.
- Please come into the room with your child, greet the teacher, and complete the morning activity together.
- Help your child find a choice and begin your goodbye routine.
- If your child will not be attending school or will be late on their scheduled day, **please** call or email the school or teacher so that we are aware of their absence. If your child is seen by a doctor and diagnosed with an illness, please let us know so that we can take proper precautions for the class.



### Where will I pick up my child?

Children leaving at 11:30 will be picked up in the gym. Children leaving at 1:00 will be picked up in room 208

Your child will be “packed and ready” to go and will need to be signed out from the clipboard. For safety reasons, it is imperative that the teacher or teacher assistant sees you leave with your child. We will ask for photo identification from all adults picking up until the staff is familiar with them.

Children leaving at 3:30 will be taken to carline and can be picked up between 3:15 and 3:30.

Children signed up for after care will be picked up between 3:30 and 6:00 from the preschool classrooms or playground.

### What if someone besides me will be picking my child up from school?

If someone other than a parent will be picking up your child, please document this on the daily sign-in sheet or call or email the office. We will need to see photo identification before releasing your child.



#### What is the illness policy?

- Children must be symptom free without medication for **24 hours** to return to school after an illness. We will call you to come and pick-up your child if they have any of the following symptoms: **\*\* Fever over 100, any rashes, yellow or thick discharge from nose or eyes, vomiting, diarrhea, or excessive coughing.** You will be informed if your child will need a doctor's note to return to school.
- The state of Missouri requires that **immunizations** are up to date and on file with the school. Please be sure we have a copy of this record before the start of school on August 14th.

#### Will there be opportunities for me to participate in my child's preschool experience? YES!

- Classroom parties and field trips
- Classroom visits and help
- Family projects and homework
- Special school-wide volunteer opportunities
- SCRIP, Box Tops for Education, and Scholastic Book Clubs



You will receive two other pieces of information along with this handbook. The first piece is about our **CAPP program**. This program is designed to provide the safest environment for your students, our teachers, and our school as a whole. Please read through this form to find out how you can become CAPP certified so that you can participate in our programs. The second piece is information about our **SCRIP** card fundraising program. Questions about these requirements can be directed to Liz Hendrickson at [lhendrickson@sjlarnold.org](mailto:lhendrickson@sjlarnold.org).

#### Will my child go to chapel or church services?

- We attend Chapel on Wednesdays, two times each month. It will either be the 1st and 3rd Wednesday or the 2nd and 4th. We will make you aware of our attendance in the weekly newsletter. Chapel time is from 8:30 to 9:00. You are always welcome to join us!
- Our school supports monthly "mission projects." You will have an opportunity to support these missions with offerings and donations.
- We will have a Preschool Christmas Program in December, and the children will be invited to sing in worship three times during the school year. It is our hope that you will make every effort to join our worship for these scheduled days.
- Students will participate in a bi-monthly Chapel Chat. These 30 minute visits with our church staff are designed to share more about what our students see, hear, and do while in church services.
- We want to empower you in your family's faith walk. We want to encourage church attendance, devotions, prayers, service projects, and reading the Bible. We will provide you with resources throughout the school year. If you do not have a church home, please talk to us about worship and service opportunities here at St. John's Lutheran. Our worship times are Saturday, at 5:00, and Sunday, at 8:00, 9:30 and 10:50.



#### Can my child bring in toys from home?

Sometimes. There will be special days and activities where children can bring in something special to "show and share." Please watch the calendar and weekly emails and use these days for those extra items. Your child may have a "resting buddy" for naptime if needed.



What if my child struggles? How do you discipline?

You love your child, and we do too! We all want what is best for them. God blesses us with children and then charges us to “raise them up in His way.” We work with children each day so they are **safe, responsible, and respectful**. It is a goal that they learn to display God pleasing behaviors with all of their choices.

Some children have never been in a structured learning environment. Some children are experiencing their first social interactions outside of family. It is our job to give children “tools” for growing their social skills and to lay a good foundation at an early age.

Students will receive consistent encouragement and verbal praise along with individual and group incentives and rewards. Consequences for inappropriate behaviors may include verbal reminders, re-direction of attention, warning of consequence, loss of object or choice, a break from the group, or one-on-one time with the teacher.

You will be aware of daily behavior through your child’s communication folder. If there are repeated disruptions or behavior concerns, you will receive an email or phone call from the teacher.

We will be praying for your child and your family as we prepare for this year together. We welcome your prayers for our classes, our staff, and our school. Our goal is that you will always feel comfortable, informed, and confident. We want your child’s experience at St. John’s to be the best ever. If you are informed, excited and enthusiastic... your child will be too!

*The  
Excitement is  
Building!*