



ST JOHN'S LUTHERANS PURPOSE STATEMENT

All students will grow in their relationship with Christ and develop the knowledge and skills to be confident, academically capable individuals who serve Christ, His church, and His world.

STATEMENT OF PHILOSOPHY

At St. John's Lutheran Preschool, we educate the whole child, body, soul and mind. We emphasize Christian faith, knowledge, attitude, conduct and God's gracious promise of salvation through Jesus Christ.

We acknowledge the primary influence of parents and the importance of working together toward a common goal- to train a child "in the nurture and admonition of the Lord." (Ephesians 6:4)

We believe that children learn best by working with concrete, hands-on experiences in a creative and stimulating environment. We recognize the uniqueness of each child and focus on the whole child. We respect play as a vehicle for learning- to create, explore, solve problems, and interact socially.

St. John's Lutheran Preschool is an extension of the mission and ministry of St. John's Lutheran Church-Missouri Synod.

STAFF

The Director, Teachers and Aides are all trained in Early Childhood Education and meet California state requirements. We keep up with new developments and continually evaluate and upgrade our program. We regularly attend workshops and seminars in early childhood education.



ELIGIBILITY AND ADMISSION

Preschool *Yellow* (Tuesday/Thursday) and Preschool *Blue* (Monday-Friday) Groups are both 3 year old classes. Preschool *Green* (Monday, Wednesday, Friday) and Preschool *Red* (Monday- Friday) are both 4 year old classes.

To be eligible to enroll for the school year (Yellow or Blue) a child must reach his/her third birthday by September 1. To enroll in the Green or Red Groups a child must reach his/her fourth birthday by September 1st. All children must be toilet trained. We are not licensed or equipped to change diapers or pull-ups.

Please send your child to school wearing underwear. We are aware of the fact that starting preschool is somewhat stressful and children may have an occasional accident. Please be sure to have extra clothes in his/her cubbie. If accidents occur regularly after the first six weeks of school a parent conference will be scheduled to discuss whether or not your child is truly ready for preschool.



UNATTENDED CHILD IN MOTOR VEHICLE SAFETY ACT (KAITLYN'S LAW)

Parents should not leave any children unattended in their vehicles when dropping off or picking up children. If you need assistance, please do not hesitate to call the school or ask a teacher in the play yard to help you. (For example: sleeping infants and toddlers are in the vehicle)

As a state-licensed facility we are responsible for providing supervision to children at the facilities at all times. This responsibility includes never leaving children unattended in motor vehicles. On a warm and sunny day, even at temperatures as mild as 60 degrees Fahrenheit, a closed vehicle can heat up to dangerous levels within in minutes. Children left in this environment can face serious injury, or even death.

To address these dangers, the Unattended Child in Motor Vehicle Safety Act (also known as Kaitlyn's Law) was incorporated into the California Vehicle Code (Division 6.7) and became effective on January 1, 2002. This law makes it an infraction punishable by a fine of \$100 for a parent, guardian, or other person responsible for a child six years of age or younger, to leave that child in a motor vehicle without supervision. California Code of Regulations, Sections 101225(e) and 102417(k) (1) prohibits children from being left in parked cars in licensed child care centers and family child care homes.

SEPARATION FROM THE PARENT:

The process of separation from the parent as the child enters and attends preschool is one of the most important accomplishments of the preschool child.

At each age level, a child will react differently. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- To develop an interest in the activities of the preschool
- To develop a trusting relationship with the teachers in their preschool
- To feel comfortable with other children at preschool
- To understand that his/her parent will come back and pick him/her up
- To understand that all parents leave their children and come back for them
- To understand that parents often concentrate on their own interests and duties which are separate and different from those of the child (we say the child's "job" is to be at school)



It is important to point out that sooner or later, after the initial successful adjustment at school is made, all children want to explore the limits of "not going to school". This period may occur after the child begins preschool, but it will usually last only a short time. If this happens, here are some suggestions which may help you handle the situation:

- Place an emphasis on what the child is doing at school rather than what your activities are while he/she is in school
- See that your child is involved in a specific activity or is in the hands of a teacher before you leave him/her
- Tell the child when you are leaving. Avoid prolonged good-byes Do not sneak out.
- Ask the teacher for help in separation. We expect the crying and usually the tears are short-lived and only for the parent's benefit

St. John's Lutheran Preschool

Class Schedule

Arrival

7:30-8:30

Classroom doors open at 7:30 for PALS. Preschool day begins at 8:30. Please remember to say goodbye before your child comes to the rug for opening music.

Opening Music

8:30-8:45

Please join us if you can for a few songs, announcements, birthday songs, etc. It is most helpful if you just wave goodbye to your child when we sing the "Goodbye Mommies and Daddies Song". Wednesdays are Chapel Days for the Green & Red Group Children. Our 6th Grade Buddies come to pick us up at 8:35am. Thank you for being on time.

Station One

8:45-9:45

Children break into their small class groups for learning centers both inside and outside. This time of the day focuses on developing social skills through play and experiential learning activities to help us grow academically. This includes language, math, art, music, movement, and literary activities.

Restroom & Snack

9:45-10:05

Snacks are provided for each child individually by their parents. We would like to encourage healthy and nutritious snacks. Milk and water are always available.

Station Two

10:05-10:45

Same as Station One and Three; small classes move to different classrooms or outdoor space.

Station Three

10:45-11:45

Worship Time

11:45-12:00

This time of day is for songs and a Bible story together as a large group. We focus on Old and New Testament childhood stories and especially enjoy the times leading up to Christmas and Easter. We also focus on our monthly "Core Virtues".

Dismissal (1/2 day)

12:00 noon

Some of our friends will be picked up and go home at 12:00. We will sing the "Goodbye Song" to each child as they are dismissed.

Lunch Bunch

12:00-12:35

It's time to use the restrooms again and wash up for lunch. Parents may provide lunch for their child or sign up for hot lunch options. Details are in the Blue Note each week.

Story Time

12:35-1:00

Research shows, the way children become readers and writers is by developing a love for reading and exposure to print. Story time includes reading stories for enjoyment as well as stories based upon math and language concepts.

Nap & Rest Time

1:00-2:00

All children need to rest their bodies, but not all need to sleep. All children will be provided with a cot to lie on. Please provide a crib sheet and blanket for your child. We will provide a quiet room and let your child sleep as long as needed. Please let us know if s/he needs to be woken up by a certain time. Please do not send sleeping bags or pillows.

Free Play

2:00-6:00

Children make choices for both inside and outside play. A variety of activities will be planned by the PALS teachers in the afternoon. Snack time is usually around 3:30.

Dismissal (3/4 Day)

3:05

Closing Time

6:00pm

Thank you for being prompt in picking up your child.



*St. John's Lutheran Preschool
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"Direct your children onto the right path, and when they are older, they will not leave it."

Proverbs 22:6

New Living Translation

WHAT WILL MY CHILD LEARN?

The belief that children are curious, competent and capable of constructing knowledge is central to all curriculum planning at St. John's Lutheran Preschool. Children explore and discover, ask questions and build new understandings as they interact with friends, teachers, and parents. Safe and stimulating environments, developmentally appropriate activities, and rich and varied materials are used to promote optimal development in the following areas:

- That they are a unique child of God and that Jesus loves them
- Self awareness, self-regulation, and emotional understanding
- Positive social skills, empathy and caring
- Ability to think, reason, question and experiment
- Speech and language skills for understanding, communicating, and self-expression
- Interest in literacy and concepts about print
- Motor skills and optimal physical functioning
- Creative expression including art, music, and drama
- Awareness, appreciation, and understanding of God's creation (nature)
- Knowledge of sound health, safety, and nutritional practices
- Respect for individual differences



CURRICULUM

A day in our preschool provides each child with opportunities for free choice and self-expression. We balance our time with group and individual time, teacher-directed and self-directed activities, inside and outside play, quiet and active time. We provide an environment for learning social skills and independence, language development, creative expression, creative thinking, curiosity and experimentation. The role of our teachers is to facilitate, assist, encourage and mediate. It is very important to remember.... a child's work is his/her play!

The preschool (along with the entire elementary school) has adopted the Core Curriculum which determines what appropriate knowledge is for preschool age children. We also implement various other preschool curriculums to supplement the Core. *Zoophonics* is a phonemic awareness curriculum that teaches the letters and sounds through music and movement. *Handwriting Without Tears* is used as a readiness program to prepare children for handwriting. Math and literacy skills are taught through multi-sensory activities. We have also implemented the Sparks PE Program which is called "Ready Set Go!" We provide theme-oriented learning throughout the year. The main focus of the 3-year-old program is social development and the main focus for the 4-year-old program is pre-kindergarten preparation.

Literature and music and art are a large part of our curriculum. The preschool has a music teacher who comes in weekly to teach each class. Our program provides an environment for large muscle development every day. We have a large outdoor playground for running, climbing, sliding, and riding tricycles and scooters, and a large sandbox for digging. We are fortunate to have access to our gym on rainy days.

The Green and Red Group children attend a school-wide Chapel Service on Wednesday mornings. They are paired up with 6th grade buddies for this activity. We schedule other activities and parties with our Chapel buddies throughout the year. Parents are always welcome to join us for Chapel. The children also sing during the Sunday morning church services at St. John's Lutheran Church throughout the year. It is very important that you help us in supporting this ministry.



APPEALING SNACKS AND LUNCHESES FOR CHILDREN

Children look forward to snacks and lunches at preschool that have been planned especially for them. Appeal to your child's taste buds and appetite by keeping foods simple, adding contrast and variety, and preparing small serving sizes. Simple and easy-to-eat foods interest young children. Packaging that children can open and food they can eat easily help them develop self confidence and independence when eating their meals. When it comes to serving sizes think small. Small children have small stomachs that can only hold small amounts of food. Will my child be hungry if I send small serving sizes for lunch? Probably not. Start the day by serving a healthy breakfast at home. Morning and afternoon snacks should be packed for those children who stay all day at preschool. With a healthy breakfast and snacks, a lunch with child-sized servings should keep your child satisfied throughout the day. Your child's teacher will notify you if and when they notice particular eating habits that your child is exhibiting.

Before putting new food in your child's lunchbox, try it at home first. If your child likes the new food, include it in the lunchbox. For more information about packing nutritious lunches for your child log on to: <http://usda.gov/cnpp>

We also ask that you remind your child that we never share food from our lunchboxes at preschool. We have several children with allergies and we do teach about the dangers of eating other people's food and /or sharing food with our friends because of allergies.

Lunch and snack time, both morning and afternoon, are important times of the day. It is a time to share experiences and build communication skills while we learn and practice our manners. We suggest that your child be a part of planning and packing healthy food at home. Please do not send "soda" with your child. Milk is available through our school for lunch or snack time. Please be sure to let us know of any allergies your child has.

We encourage family members to be part of our activities. Come and visit and join us and share your expertise with us. All children go on several field trips that are coordinated with the learning focus. Parent volunteers are needed to chaperone and provide transportation. You must have the proper insurance information on file with the school office. All children who participate must have a permission slip, signed by the parent or guardian.



BIRTHDAYS

We invite your child to celebrate his/her birthday at school. You can coordinate the arrangements with your child's teachers. Plan your refreshments to be easily managed by the children. Please check with your child's teachers about any allergies in their class. Your child will be made to feel special by decorating and wearing a birthday crown and sitting in the "birthday chair" for the day! In order to avoid hurt feelings please do not put birthday party invitations in the cubbies unless everyone in your child's group is invited. Home addresses are available on Fast Direct and we appreciate you mailing invitations if the entire group is not invited. Thank you for your cooperation in this sensitive matter.



DISCIPLINE

The purpose of discipline is to guide and encourage children toward self-control and personal growth in self-discipline. To encourage positive behavior, we set clear limits, and model and encourage expected behavior. We redirect behavior to allow for alternative choices and encourage cooperation and negotiation to solve problems.

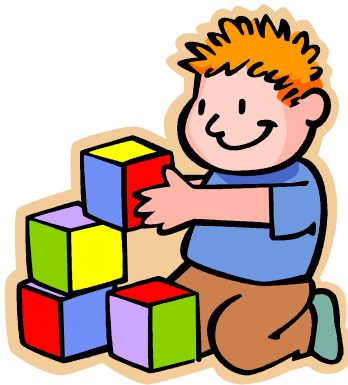
The entire St. John's community has implemented the Young Peacemakers program as part of our curriculum. Please check with the Director for more information about this Christian-based conflict resolution program.

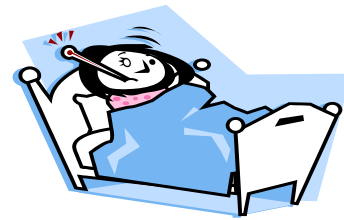
We have three simple rules in the Preschool that we consistently review and enforce with the children. We appreciate your help in reminding your child of these:

1. Take care of yourself.
2. Take care of others.
3. Take care of our things.

If negative behavior is ongoing, we work with the family for the benefit of the child. Biting by a child of any age cannot be tolerated. It is not safe, socially acceptable, or conducive to a positive environment for children. If your child bites someone at preschool we will call the parents to come to the school and have a conference with the director, teachers, and the child. If the biting behavior continues, your child's enrollment at St. John's Lutheran Preschool may be terminated.

We do not use any form of corporal punishment.





HEALTH

We require a health form and proof of immunization to be completed by your child's doctor. In consideration of others please do not bring sick children to this class. **We will call you to come and take your child home if your child has any of the symptoms.** Your child must be healthy! No children with the following symptoms of illnesses will be admitted:

1. Fever within the past 24 hours
2. Coughing
3. Diarrhea
4. Impetigo
5. Active chicken pox
6. Measles
7. Mumps
8. Head lice
9. Sore throat
10. Abdominal pain
11. Pink eye
12. Vomiting
13. Runny nose... running noses consisting of yellow or green coloring are a definite sign of infection, however, some children may have allergies in which a nose will run clear. These children will be admitted.

Thank you for following this policy. We care about your children and want to provide a safe learning environment. We like to keep our teachers healthy too!

For a teacher to give any medication, the parent or guardian must supply detailed and written instructions. The medicine will be kept in a place inaccessible to children. Any child who needs to use an inhaler or nebulizer must have the proper form on file with the preschool.

It is in the best interest of your child if we communicate with you frequently about your child's care and overall development. If there is any change in your child's behavior during the time away from school, we would appreciate it if you make us aware when you bring your child back to school. (I.e. Please tell us if your child is taking over the counter medications)

In case of emergency we will follow procedures as listed by the parents on the Emergency Care Card. In case of extreme emergency, and if neither parent can be reached, we will seek medical attention for your child, unless we are specifically instructed, in writing, otherwise.

Please apply sunscreen to your child before they come to school. If your child stays for PALS, please leave sunscreen with your child's name on it, in his/her cubby and let us know that you would like us to re-apply it in the afternoon.

DRESS CODE

Preschool children are NOT required to wear uniforms. Please dress your child in comfortable play clothes and sturdy shoes. No flip-flop sandals! Preschool clothing is appropriate if it is OK to get paint, markers, glue and other messy stuff on it, and it enables your child to run and climb safely. Please label all of your child's clothing including sweaters and jackets worn in the cool mornings! Your child should keep an extra set of seasonally appropriate clothing, placed in a Ziploc bag, in his/her cubbie. Please include underwear and socks.

For preschoolers who attend Chapel on a regular basis (Green & Red Groups) we ask that you dress your child a little bit nicer on these days.



REPORTS AND CONFERENCES

We encourage parents and other family members to visit and observe at any time. Please remember that the teachers are with the children during school hours. If at any time you have questions concerning your child's development or progress, feel free to set up an appointment outside of classroom time. Parent-teacher conferences are held in November every year to discuss your child's progress. The preschool teachers will be giving you feedback on a regular basis throughout the school year.

Communication is extremely important to us. We will do our best to contact you and keep you informed. Please help us by:

- Reading the white board outside of the classroom
- Checking the ABC paper posted on your child's class bulletin board
- Reading the monthly preschool newsletter and calendar
- Reading the weekly Blue Note
- Reading and writing emails
- Calling us when you have questions
- Leaving notes on the sign-in clipboard regarding PALS



RIGHTS AND RESPONSIBILITIES

In compliance with state regulations the following forms must be completed and on file before your child may be admitted to this facility:

- Identification and Emergency Information
- Consent to Treat
- Personal Rights
- Parents Rights
- Parents Health History
- Physicians Report
- Proof of Immunizations

The above forms can be obtained from the Preschool Director or Office Manager. Please inform the school AT ONCE of any changes in the information.

We are required by the State of California regulations to inform you of the following:

Inspection Authority (Section 101195 b c): The department or licensing agency has the authority to interview clients, including children or staff, and to inspect and audit the client or facility records without prior consent. The department or licensing agency has the authority to observe the physical condition of the client, including conditions, which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional examine the client.

Complaint Procedures (Section 101223 a): Any person may request an inspection on any child daycare facility in accordance with the California Child Daycare Facilities Act by transmitting to the department, notice of an alleged violation of applicable requirements prescribed by statutes or regulations of this state. The substance of the complaint shall be provided the licensee at the time of the inspection. Upon receipts of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an on-site inspection within ten days after receiving the complaint. In either event the complainant shall be promptly informed to the department's proposed course of action.

LICENSE NUMBER 280102497