



*St. Paul Lutheran Church, Sunshine Kids Preschool*

## **St. Paul Lutheran Sunshine Kids Preschool**

**95 W. State Street - Coldwater, MI 49036  
Phone 278-8061 for information**



# INDEX

I.	Philosophy.....	1
II.	Goals.....	2
III.	Objectives.....	2
IV.	Program Plan.....	3
V.	Plan of Operation.....	4
VI.	Admission Policy.....	4 & 5
VII.	Withdrawal or Dismissal Policy.....	6
VIII.	General Information.....	7
IX.	Health Policy.....	8 & 9
X.	Discipline Policy.....	10
XI.	Snacks.....	11
XII.	Fee Policy.....	12

# **PHILOSOPHY**

**It is our intention to assist parents not only in the physical care of their children, but also in the spiritual care that is necessary in "bringing their children up in the training and instruction of the Lord." (Ph 6:4)**



# **Goals**

**To provide a safe physical environment for children outside their own home.**

**To assist parents in the spiritual growth of their children.**

**To support and advance social, emotional, physical and intellectual development.**

# **Objectives**

**To provide a warm and comfortable, secure and stable learning environment for children.**

**To provide a variety of well planned, organized activities that will advance physical, social-emotional, and cognitive development.**

**To encourage exploration, discovery, and new experiences through play.**

**To develop trusting, caring relationships between children and their teachers.**

**To establish positive relationships with parents in the care of their children.**

**To help children learn of Jesus as their friend and Savior, and to experience forgiveness in daily living.**

# **Program Plan**

**Living the Christian faith will be important at this Preschool beginning with the director and the staff. Beliefs of the Lutheran Church Missouri Synod will be followed. Interaction with the children and their daily activities is important. Activities will be developmentally (age) appropriate. Activities will be flexible and spontaneous within the framework of the daily schedule that lends structure and security. Activities will be done in relation to the theme of the week, including opportunities to learn of Jesus Christ as Lord and Savior through formal lessons, worship and daily living experiences. This preschool is proud to include the curriculum of Kindermusik through a licensed Kindermusik educator.**

## **Preschoolers**

**Preschoolers will experience increased independence as they relate to peers through play in a setting that the teacher has structured for safety, positive guidance, and educational enhancement. They will have the opportunity to explore and discover through a variety of experiences in large and small motor activities, pretend play, music and "writing" activity, construction play, art activities, cooking experiences, and field trips (4 year old class only). They will have a dependable routine with enough flexibility to allow for spontaneity and "teachable moments". An atmosphere of love and forgiveness will help children know that someone cares for them and that they are accepted for who they are.**

# **Plan of Operation**

## **Licensing**

St. Paul Lutheran School and Preschool are licensed by the State of Michigan Department of Social Services and meet the requirements for operation.

## **Hours of Operation and Schedule**

St. Paul Lutheran Preschool offers the following classes:

**Tuesday/Thursday 3 year olds**

- 8:30 AM to 11:00 AM
- 12:30 AM to 3:00 PM - as enrollment allows

**Monday/Wednesday/Friday 4 year olds**

- 8:30 AM to 11:00 AM
- 12:30 PM to 3:00 PM - as enrollment allows

St. Paul Lutheran School follows Coldwater Community Schools schedule for vacations and holidays.

In case of inclement weather, the Preschool will be closed when Coldwater schools are closed. Closing will be announced on AM/WTVB 1590 radio.

\*Note : A 2-hour delay does not automatically cancel our preschool.

# **Admission Policy**

## **Age Groups**

Preschool children must be 3 or 4 by Sept. 1st and toilet trained.

## **Priority Enrollment**

Children will be selected for enrollment based on a waiting list organized by date of application. Admission will be on a first-come basis.

## **Nondiscrimination**

St. Paul Lutheran School admits children of any race, national or ethnic origin or gender. Families of any religious affiliation are welcome among us, with the understanding that Christian teaching will be used.

## **Children's Records**

The following records must be completed and on file before the first day of attendance:

- Emergency Information Card
- Health Form: Completed by a doctor or nurse. (Record of Immunizations)
- Registration fee
- Copy of Birth certificate

Within 30 days of the first day a child attends, the *Medical Record* must be completed and on file.





# **Withdrawal/Dismissal Policy**

## **Written Notice for Withdrawal**

**If a child is to be withdrawn from the program, a two (2) week Written Notice must be given. Fees will be charged even if the child does not attend this two-week period.**

## **Notice for Dismissal**

**Parents will be given a two (2) week Notice for Dismissal of a child who is not adjusting to, or benefiting from the environment, In this situation, parents can expect that they will receive some type of consultation before they are given such notice.**

## **Reasons for Dismissal**

**Reasons for dismissal include:**

- 1. Inability of a child to adjust to the environment.**
- 2. Excessive disruptive behavior.**
- 3. Child repeatedly harms other children or teacher.**
- 4. Lack of cooperation from parents.**
- 5. Failure to pay fees.**
- 6. Failure to submit a completed Health Form, signed by a doctor.**

# General Information

## Arrival and Departure

In order to ensure the safety and well being of each child, the parent must:

- 1. Sign the child in and out each day and notify the teacher in doing so.**
- 2. Indicate on the Emergency Information Card exactly who the child can be released to. Children will only be released to parents and persons listed on this card.**
- 3. If someone other than the parent is to bring or pickup the child, the parent must notify in writing and identify the person.**
- 4. Telephone authorizations are for emergencies only and must be verified prior to releasing the child.**
- 5. No child will be released to go with minors.**
- 6. Any suspicion of child abuse (sexual or otherwise), neglect or endangerment of a child will be reported to Children's Protective Services as required by law.**
- 7. Transportation to and from Preschool is the responsibility of the parents.**
- 8. Children should arrive no earlier than 10 minutes prior to the beginning of class to best allow the teacher preparation time. They should be picked up no later than 10 minutes after the school day has ended.**
- 9. Field trips may be a part of the Preschool curriculum when applicable to specific unit. Parents will be asked to go with the group to help supervise on these occasions. A Field Trip Permission Slip must be signed by the parent and on file in order for your child to participate in these adventures. The teacher will notify the parent in writing of the date, place and time of the trip.**

# Health Policy

## **Sick Children**

In case of illness or injury, the school will make every effort to provide a comfortable resting place for your child while he/she waits to be picked up. If emergency medical treatment is necessary, parents will be contacted. In the event that the parents cannot be reached, the emergency contact person listed on the form will be called. If necessary, the child will be taken to the emergency room at CHC. Frequent hand washing is an important step to combating germs that cause illness. Students are reminded to use the 6-step procedure posted in each bathroom.

## **Definition of "Sick"**

Please do not bring your child when he/she is sick.

The definition of "Sick" is:

1. Fever over 100 degrees.
2. Excessive coughing.
3. Thick nasal discharge with low grade fever.
4. Vomiting and/or diarrhea.
5. Unidentified rash.
6. Head lice until cleared by teacher.

## **When Child May Return to Program**

The following guidelines will be used to determine when a child can return to the Program after an illness:

1. The child's temperature has been below 100 degrees for 24 hours without Tylenol or Aspirin.
2. The child has been on antibiotics or other medication for 24 hours.

3. It has been 24 hours since the last episode of vomiting and/or diarrhea.
4. Infectious Cold symptoms have subsided or medication is being given
5. The rash has subsided or a doctor has confirmed that it is not contagious.

**Please make notification if you know that your child has a Communicable Disease such as:**

**Chicken Pox, Measles, Mumps, German measles, Impetigo, Scarlet Fever, Conjunctivitis, Strep Infections, or Head Lice.**

**If a Communicable Disease strikes a child, all families will be notified.**

**Parent/Guardian contact procedure in case of illness or accident**

**If a child sustains an injury to the head, a cut to the skin with flowing blood, vomits, has a fever or has other issues deemed serious by the caregiver, parents/guardians will be contacted by phone as soon as possible.**



# **Discipline Policy**

## **Positive Guidance**

**Discipline refers to the positive guidance of children in order to teach them to respect themselves and others, and gradually learn self-control.**

**Teachers will provide positive models of behavior and use the following guidance techniques:**

- 1. The use of class rules form the basis for classroom expectations, while others are verbalized as needed.**
- 2. Staff gives the security of well defined limits. These limits may be individualized to meet individual children's needs.**
- 3. Redirection will be used if possible when a potential problem situation arises.**
- 4. Inappropriate behavior will be responded to in a positive way. Reasons why a behavior is inappropriate will be presented, and alternative behaviors will be suggested.**
- 5. Teachers will assist children with problem-solving when conflicts with others occur.**
- 6. Quiet time alone will be initiated when other efforts to guide a child are not sufficient.**
- 7. Children will be assured of their forgiveness in Christ.**

**Physical or verbal punishment which demeans children is unacceptable and not permitted.**

# Snacks



**Snacks offer a daily opportunity to give the child the nutrition he/she may need. This is also an important social interaction time for the children. Snacks will be served everyday. A blessing will be shared at this time.**

**Each day a child will be responsible for providing a snack. A schedule will be assigned each month on the calendar. A list of ideas can be provided. This is a great opportunity to give your child a cooking, counting or sorting experience and promote family enrichment.**

**Please provide a written statement of any specific foods to which the child is allergic.**

## **Birthdays and Other Holidays**

**Birthdays and other holidays will be celebrated. You may send a special treat on these occasions, every attempt will be made to assign your family to bring snack on the school day nearest to your child's birthday. Half birthdays will also be observed for those summer birthdays.**

# **Fee Policy**

## **Tuition scale for the 2015-2016 school year**

**Tuesday – Thursday 3 yr old Class: \$65.00 per month  
(\$585.00 total)**

**Monday-Wednesday-Friday 4 yr old Class: \$100.00 per  
month (\$900.00 total)**

**A \$35 registration and \$63 Kindermusik material fee (non-  
refundable) is required when registering. Another \$63  
Kindermusik material fee will be charged in January.**

## **Due Dates for Fees**

**Fees are due on or before the first day of each month.**

## **Late Fee**

**A Late Fee of \$5.00 will be assessed if fee is not paid by the  
10th of each month.**

## **Returned Check Fee**

**All bank fees will be paid as incurred.**

**Everywhere  
they go...**



**Little People  
Leave Lasting  
Impressions!**