

**St. John's Lutheran
Early Childhood Programs
K3 - K4**



2009 - 2010
“Living a Life of Service”

St. John's Lutheran School
899 S. 6th Avenue.....334-3077
Fax # 334-3591
www.stjohnswestbend.org

Mrs. Ruth Kohler, Teacher
Mr. David Kellerman, Principal

WELCOME TO ST. JOHN'S LUTHERAN SCHOOL!

We consider it a privilege to have the opportunity to work with your child!

Mrs. Kohler has developed an excellent, age appropriate pre-school curriculum for our three and four-year-olds. Throughout the year Mrs. Kohler will be helping your child develop his or her God-given talents to become a disciple of Jesus. We are confident God will bless the leadership of Mrs. Kohler. It's good to have you with us.

SUGGESTIONS TO PARENTS AS THEY PREPARE THEIR CHILDREN FOR K3 AND K4

1. Provide and encourage your child to eat a good breakfast. Sugary cereals, doughnuts and sweet rolls should be replaced by food high in protein, such as eggs, cheese, yogurt, meat, or peanut butter.
2. Establish a regular bedtime. It is important that your child be well rested in order to handle a busy day at play with other children. Fatigue can spoil your child's school experience.
3. Maintain supervision of your child's television viewing and computer game selections. Limit the time spent in front of the set. Know what your child is watching and playing. Many programs are not suitable for viewing by young children.
4. Guide your child to show independence in taking care of his/her toilet needs. Children must be toilet trained to attend.
5. Develop the attitude that school is a happy place and the teacher is a special friend. We want our school to be a happy, loving place, where your child wants to attend.
6. Provide clothing suitable to the weather. **TENNIS SHOES** are best on our playground.

SUPPLIES TO BE BROUGHT FROM HOME

The pre-school teacher will provide parents with a full list of supplies at the Open House. However, classic washable markers, Elmer's school glue, Fiskar scissors, 2 glue sticks, school box to hold supplies, box of 5oz cups, and a package of kleenex will be items brought by all the children.

FEES

Tuition Fees The 10 month tuition fees are due on the 1st of each month, August through May
3 Day Session. . . \$176.66 per month.
2 Day Session. . . 116.02 per month.

ARRIVALS AND DISMISSAL

Children should arrive *no* earlier than ten minutes before class begins. They will not be released to anyone except a parent or those designated on the enrollment form. In the event someone else is to pick up your child, a written note or phone call to the school office is necessary. Parents, please bring your children to the classroom using the west door and pick up your child using the east door of the school (gym area).

ATTENDANCE

If a child must be absent from school, parents are asked to inform school personnel by calling (334-3077).

CLASSROOM INTERRUPTIONS

Our staff is always anxious to hear from you regarding questions or concerns relative to your child's education. You may leave a message with the school secretary, if class is in session when you call, and the teacher will return your call at the earliest convenience. If an emergency exists the secretary will promptly transfer your call to the teacher.

VISITORS TO SCHOOL

We appreciate any interest you might have in visiting our classrooms. Please make advanced arrangements with the teacher. All visitors are to check in at the office upon entering the building.

EMERGENCY SCHOOL CLOSING

School closings for inclement weather or other unusual circumstances will be announced over WBKV radio (1470). This will usually be on the air by 7:00 A.M. If the West Bend School District closes because of inclement weather St. John's will also close. Students and parents are advised not to call the school office, the principal, or any of the teachers to find out if school is closed. Please listen to the radio on stormy days.

LOST AND FOUND

Any items that are lying around the pre-school room will be placed on top of the children's coat rack. All unclaimed articles will be donated to a charitable cause during the summer. Valuable items such as watches, jewelry, wallets, purses, money, etc. are kept in the office.

PICTURES

Each year pictures are taken of each student in the school. Parents have an opportunity to purchase these pictures.

HEALTH

The school is privileged to have the services of a county nurse who checks the children's physical well-being and advises the parents of possible corrective measures to be made.

FIRST AID AND INJURIES

Minor injuries requiring the cleaning of a wound and bandaging will be performed by the teacher. Injuries requiring the attention of a doctor will be brought to the attention of the school office who in turn will notify the parents immediately. Emergency forms for each student are to be kept current in the school office. It is important that parents take the time to *notify the office when changes occur* regarding emergency phone numbers, etc.

MEDICATION

Any student who needs to take medication during the school day must bring it from home. Parents need to follow the following policy:

Any medication sent to St. John's Lutheran School shall be in a properly labeled bottle. The label on the bottle shall contain:

- a) the name & telephone number of the pharmacy
- b) the name of the pupil
- c) the name of the prescribing physician
- d) the name of the drug
- e) the dosage to be given

All medication shall be given to the classroom teacher for safekeeping. Parents shall in writing request and authorize St. John's Lutheran School personnel to give the medication in the dosage prescribed by the physician. School personnel shall administer the medication to the child.

HELPER GUIDELINES

Parents are required to assist the teacher several sessions during the year. If you are unable to assist on the day assigned please find a parent to exchange with you. If the office finds a substitute, you will be charged a fee of \$10.00.

You are here to help any child who *needs* assistance. Give the children the minimum amount of help needed so they can learn to do as much for themselves as possible. Avoid being too quick to step in. Aid the shy children by getting them interested in something, and generally supervise the children at play.

It is the responsibility of parent helpers to set up snack, clean the tables, and sweep up crumbs. This is a big help for the teacher.

Basic classroom rules are as follows:

1. All toys belong to all children, but a child who has a toy may use it until relinquishing it.
2. Grabbing is not allowed. If a child wants a toy that another child is playing with, he/she may ask for it, but is not to grab it from another..
3. No child may kick, bite, hit, pinch, slap, or in any way hurt another child.
4. No child may destroy another child's art work or knock down another's block structure, or interfere with the other children's play in a destructive or disruptive way.
5. Encourage children to put a toy away before taking out another one unless another child starts to play with it.
6. All children are expected to help clean up the playroom at the end of play time. Help children put the toys away and encourage "strays" to join in when it is group time

You will find going directly to a child instead of calling across the room will produce a Better response. Talk to the child at his/her level. Bend down, put your arm around the child's shoulder, hold hands gently, or kneel down beside the child. Eye contact is very important. Be positive but not harsh; gentle but not weak; pleasant, calm, sincere and matter of fact. Speak softly, slowly, patiently; be friendly but firm. Get the child involved in another activity. Stay with the child until he is really interested. As a last resort, separate the child from the group for awhile. Then, when he/she is ready, try to interest the child in some activity.

At the close of the school day, help children find their crafts, clothes, etc. before they leave. Helpers and the teacher are responsible for children until their parents arrive and pick them up. Do not leave children unsupervised, either indoors or out, even for a few minutes.

Most of all, play with the children and enjoy your time with them.

PHYSICAL EXAMS AND IMMUNIZATIONS

Physical exams are recommended of all students new to the school.

Students must have on file at the school an accurate and satisfactorily completed immunization history for that child indicating he has received the minimum immunizations required by Wisconsin law.

FIRE AND TORNADO DRILLS

In accordance with state law and for the safety of the entire St. John's family, our school holds monthly fire drills.

During *Tornado Awareness* week we hold a tornado drill. If we are under a tornado **warning students** will be taken to a designated area. It could be that students would be in a designated area when your child's session is over. We want you to be assured that students will remain in this area and that we will not jeopardize a child's safety at this time. If a child must be picked up, the parent or person taking the child home will have to come into the school and specifically request his removal.

Students are expected to walk to their assigned areas of safety without talking during these drills.

FIELD TRIPS

Occasionally classes take field trips away from school for educational reasons. These field trips are considered part of the school's program, and all students are expected to participate.

Teachers will send home notes giving all the necessary information including dates, time, cost, and destination. If parents feel they cannot afford the cost of the field trip, they should contact the principal.

COMPLAINTS

Since we are all human, misunderstandings and mistakes will happen. If at any time this occurs, please go to the teacher and discuss the situation. If after speaking with the teacher you are not satisfied, then you should talk to the principal. In all such matters, the people involved should always act out of Christian love and concern.

NONDISCRIMINATION

St. John's Lutheran School 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 or ethnic origin, or sex in administration of its educational policies, admission policies, and athletic and other school-administered programs.

SNACKS

Children have a snack and are served milk daily. If a child is allergic to milk, please notify the teacher. A snack schedule will be given to parents at the beginning of the year. Please participate in taking your turns for snacks for the class. We prefer nutritious snacks. Keep portions small as "seconds" are better than wasted food. We find that children may refuse some foods at home and willingly try them at school.

NUTRITIOUS SNACKS

Cheese - cubes, slices, or "fingers" with or without pretzel sticks

Summer sausage - sliced; and crackers

Cream cheese or cheese spread on celery sticks or crackers

Peanut butter on bread, crackers, celery, apples, bananas

Small sandwiches - bologna, ham, etc.

Small muffins - blueberry, bran, oatmeal

Carrots or celery sticks, and dip

Raisins, banana chips, or popcorn. **No nuts please**

Fresh fruits - apples, strawberries, bananas

Grapes sometimes cause choking please slice grapes if you bring them

Small servings of soup on a cold day

Popsicles on warm days - orange juice, apple juice, etc.
(frozen in 2 ½ or 3 oz. cups)

Graham crackers or crackers with cheese or peanut butter or Trail mix

FEEL FREE TO USE YOUR OWN NUTRITIOUS IDEAS

SAMPLE DAILY SCHEDULE

3-DAY MORNING SESSION - MONDAY, WEDNESDAY AND FRIDAY

Meets from 8:30 - 11:30 A.M.

4 Year Olds Mornings

- 8:35 - 9:00 Gym
- 9:00 - 9:20 Jesus Time
- 9:20 - 9:30 Snack Yime
- 9:30 - 9:50 Circle Time(Music, Finger plays, Stories)
- 9:50-10:30 Projects
- 10:30- 11:10 Free Play
- 11:10 -11:20 Early Science, Math, Spanish, or Game Centers
- 11:20 -11:30 Closing Activities & Dismissal

All times are approximate--flexibility is a key feature in the program.

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2-DAY MORNING SESSION - TUESDAY AND THURSDAY

Meets from 8:30 – 11:30 A.M.

3 Year Olds Mornings

- 8:35 - 8:55 Gym
- 9:00 - 9:45 Free Play & Special Interests
- 9:45- 10:05 Jesus Time
- 10:05 -10:20 Snack
- 10:20 -10:45 Group Time (Music, Finger plays, Stories, Calendar, Alphabet, Numbers)
- 10:45 -11:00 Project Time
- 11:00 -11:20 Dismissal Activities
- 11:20 - 11:30 Closing Activities Dismissal

All times are approximate--flexibility is a key feature in the program.

*Children *should not* arrive more than 10 minutes before the 8:30 A.M. starting time