



Parent Handbook 2017-2018

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St. Luke Preschool

"Growing in God's Love"

9 St. Luke's Way * Bloomsburg, PA 17815 * 570-784-5035



Dear Parent:

Thank you for choosing St. Luke Preschool. We wish to welcome you and your child. Our goal is to give your child the attention, care and love that Christ shares with all of us.

By providing a warm, loving atmosphere, our purpose is to help prepare your child to meet the social, physical, emotional, spiritual and creative needs in his/her life. Through materials, equipment provided, and activities planned, it is our expectation that you will see your child grow in many ways during the year.

In this packet, you will find information regarding the mission and philosophy of the program and program guidelines.

In Christ's Love,

Sharon Edwards,
ST. LUKE PRESCHOOL TEACHER
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Jana Bangs,
ST. LUKE PRESCHOOL AIDE
stlukelcpreschool@ptd.net (email)

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Mission Statement: "Growing in God's Love"

The mission of St. Luke Preschool is to nurture the children through the love of God and each other in Christ. The preschool conveys God's love by providing an environment conducive to learning through developmentally age appropriate activities; growing spiritually, socially, emotionally, physically, intellectually, and creatively. The learning experiences provided will enrich their lives as they learn educational and Christian principles.

2017 – 2018 St. Luke Preschool Board of Directors

Tina Kistler

(Parent; BS-Math Education; Teacher)

Gwen Utt

(Parent; BA-Early Childhood Education/Elementary Education and a Master's in Special Education; Autistic Support Teacher)

Sheldon Stine

(Vice President of Council; Council Liaison)

LeeAnn Stine

(Parent; BA-Arts and English)

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St. Luke Preschool Philosophy

What We Believe

We believe that each child is a unique creation of God and we plan to meet each child's needs. Children learn through play. As they play children construct knowledge by engaging in meaningful learning experiences. St. Luke provides an environment that allows children to continually apply the knowledge they gain in new experiences. We encourage our students to experiment, ask questions, test hypotheses and build theories. Our environment fosters the acquisition of problem-solving skills, as well as the knowledge of God's world around them.

Our Goals

Our goals at St. Luke Preschool are to help your child become:

- ❖ Aware of God's Love for them
- ❖ Good Citizens and Friends
- ❖ Self-directed Individual
- ❖ Independent Learners
- ❖ Question Posers
- ❖ Problem Solvers
- ❖ Music and Art Lovers

We are a Child-Center Education Planted in Christ. Our approach to learning at St. Luke is based on the Reggio Philosophy. Our curriculum reflects the observed interests of the children. As we explore topics, we integrate domains of personal and social developments, language, and literacy, math, science, social studies and art.

With a commitment to small class sizes our early learning environment also provides a loving, nurturing and Christian atmosphere. Working in partnership with parents, we focus on the whole child and strive to create a genuine love of learning in everyone.

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Program Information

St. Luke Lutheran Preschool utilizes a theme-based curriculum. Since we believe that children learn through play, our teachers may use many resources to enrich the learning experience, both formal and informal. Each child learns at his/her own special rate. We want to give each child the opportunity to be exposed to a variety of learning experiences. Most of all, we want each child to know that God loves him/her and to be proud of each step that he/she makes in learning. It is our wish that each child attending St. Luke Preschool has a positive and rewarding experience.

The teachers use art projects designed to foster and develop certain basic readiness skills, such as cutting, verbal directions, listening skills, visual discrimination, sequencing and other academic skills. Free art is offered to allow creative expression. Throughout the year, various art media are offered: play dough, paint, shaving cream, sand, crayons, magic markers, chalk, glue, scissors, and other materials.

As a part of our curriculum, we pray, read Bible stories, and stress both Christian and human values. The children are introduced to technology. The Pastors offer age-appropriate lessons to the children during "Pastor's Corner".

The class is exposed to colors, numbers, letters, and reasoning and listening skills. Children learn to express their needs. Self-help skills allow your child to build independence through dressing, eating, cleaning up and toileting activities. It is loosely structured, with a loving emphasis on shared experiences and social interaction, rather than on an academic routine.

In addition, our purpose is to provide a warm, loving environment that will nurture positive self-image and expose each child to readiness activities in preparation for school.

The following are areas of learning experiences that we will provide for each child:

Gross Motor
Fine Motor
Perceptual Motor (using senses)
Language Development
Intellectual Development
Social – Emotional Development
Self – Help Skills
Creativity
Spiritual Growth

We want each child in the class to have fun while learning!

St. Luke Preschool admits students of any race, color, and national or ethnic origin.



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Policies

ADMISSION

St. Luke Preschool welcomes the enrollment of children of all faiths and nationalities to apply for admission to the program. Because St. Luke Preschool is operated by St. Luke Lutheran Church (ELCA), any religious instruction taking place will be based on Lutheran theology and doctrine.

Children enrolled in St. Luke Preschool must be at least 3 years old by September 1st of the enrollment year to be placed in the half day class. Children may be enrolled until they are ready to begin kindergarten.

All children must be potty-trained.

Enrollment is on a first-come, first-served basis. Applications received after the program is filled will be placed on a waiting list.

REGISTRATION

St. Luke Preschool requires completion of the "Child Registration Form" found on page 16. The form must be accompanied by a non-refundable registration fee of \$100.00, which will be applied toward the first month's tuition.

HOURS OF OPERATION

Tuesday through Friday

Children 3 years of age, only half days, 9:00am – 12:00pm

Children ages 4 and 5, hours are from 9:00am – 2:00pm

Children may be **dropped off at 9:00am.**

Adult supervision will not be available before 9:00am.

Children 3 years of age may be **picked up at 12:00pm.**

Children 4-5 years may be **picked up by 2:00pm.**

Adult supervision will not be available after 2pm.

Students staying until 2:00pm will need to bring their own lunches.

A sign-in/out sheet will be used both at drop off and pick up.

Due to the teacher's schedules, children will need to be dropped off and picked up promptly. *Late fee of \$10.00 will be applied for every 10 minutes late (see pg. 9).**

LATE FEE

All children must be picked up by a parent or other person authorized to pick up the child by 2:00pm. For every child not picked up by 2:00pm a late fee of **\$10.00 per child per 10 minutes** will be assessed and billed through the office.

ACTIVITY FEE

An "**Activity Fee**" of **\$50.00** per year per child is due and payable with the first month's tuition. This activity fee will be used to cover the cost of special events such as speakers, storytellers, or field trips. Should you choose to withdraw your child at any time, the "Activity Fee" is non-refundable.

TUITION

Tuition is due and payable on the first (1st) day of each month (See the "Tuition Agreement" form). You will receive a tuition bill in advance. Tuition payments are made payable to "St. Luke Preschool". Once paid, tuition is non-refundable. Non-payment of tuition fees by the first (1st) day of the next month may result in your child's termination from the program. For the 2nd child in a household who has enrolled in the same year, there is a \$20.00 discount per month. A discount (Half Day end at 12:00pm \$50, Full Day end at 2:00pm \$70) will be offered if the full year of preschool is paid by September 30, 2016.

Tuition payments may be made either by placing payment in the "tuition box" in the coffee area, making payment in the Church Office, or sending it in by mail to: St. Luke Preschool, St. Luke Lutheran Church, 9 St. Luke's Way, Bloomsburg, PA 17815.

INSUFFICIENT FUNDS

Although this is not expected, we will need to charge a fee for checks that are returned due to insufficient funds.

The first time a check is returned for "insufficient funds", the amount due along with a \$30.00 fee will be assessed.

If a second instance occurs St. Luke Preschool will determine actions, which may include:

- 1) Payment by money order or cashier's check of all subsequent tuition payments and fees.
- 2) Termination from the Preschool.

CHILD HEALTH ASSESSMENT

All children enrolled in St. Luke Preschool are required to have a physical examination and Child Health Assessment form completed by their pediatrician or qualified health care provider. The "Child Health Assessment" form is found on page 18. **Must be completed by September 30, 2017.**

CHILD WELLNESS

If your child is **ill** or has a **fever**, please **keep your child at home**. If your child has been diagnosed with a communicable disease; you are expected to notify the St. Luke Preschool teachers immediately in the event other children and/or staff may have been exposed to the disease.

If your child has been ill, he/she must be "symptom free" for 24 hours before returning to St. Luke Preschool. If your child becomes ill while at St. Luke Preschool, you (or your authorized emergency contact person) will be contacted to pick up the child immediately. A child with an elevated temperature of 101 degrees, pink eye, vomiting, diarrhea or other communicable disease will be sent home and will not be allowed to return to St. Luke Preschool until the child is "symptom free" for 24 hours. A child on antibiotics needs to be on the antibiotic for 24 hours before returning to St. Luke Preschool.

Children requiring medication will need to have medication administered by the parent or parent-authorized person.

St. Luke Preschool staff will NOT be able to administer medication of any kind to children enrolled in the program, except in the event of a medical emergency. Basic first-aid treatment will be administered in the event of injury. Medically necessary medication (such as an Epi-Pen for a child who has an allergic reaction) will be administered with physician authorization.

ABSENCE

If your child will be **absent** for the day, please **notify** St. Luke Preschool through St. Luke Lutheran Church at (570) 784-5035.

CHILD SAFETY

We will also utilize a sign-in/out sheet.

Please enter and leave by the door closest to the church office; using the sidewalk that leads to the mailboxes. All other doors are locked. If coming in late, please check in at the church office so that the teachers can be notified; since the classroom door is also locked.

The safety of each child enrolled at St. Luke Preschool is important. Children will only be released to a parent or parent-authorized person. Persons unknown to the St. Luke Preschool staff who are coming to pick up a child will be asked for photo identification and a check will be made to ensure the individual is on the pre-authorized list. It is the responsibility of the parent to notify St. Luke Preschool of any legal restrictions (e.g., custody issues) or persons who are unauthorized to pick up their child.

First-aid kits are maintained in each classroom.

An emergency file box with emergency information for each child is maintained in each classroom and in the Church Office. Emergency Information forms are found in the paperwork.

St. Luke Preschool staff follows an established protocol for Injury Care. Minor cuts/abrasions and injuries will be cared for on site and documented for the parent. In the event of an emergency in which your child requires emergency medical attention, we will call 911 and notify the parent or guardian. Unless otherwise specified by parent or guardian, your child will be transported to The Geisinger - Bloomsburg Hospital. Emergency personnel will be allowed access to the Child Health Assessment form for any information they may need to treat your child appropriately.

EMERGENCY DRILLS

Fire drills will be conducted twice a year. Tornado drills will be conducted once a year. Procedures for each are posted in each classroom. Copies of the procedures for each are available upon request.

FIELD TRIPS

In order for a child to participate in a field trip, there must be a parent or parent-authorized person to accompany the child who is responsible for transporting the child safely to and from the site of the activity. Field Trip permission form is found in the paperwork.

PRESS/PHOTO RELEASE

From time-to-time, St. Luke Preschool will submit photos of activities and preschool news items to the Press Enterprise or print photos in our St. Luke Preschool brochure, St. Luke website, or St. Luke newsletters.

A "Press/Photo Release Form" is found in the paperwork for these activities. If a photo is to be used for any other activity, then an additional Press/Photo form will be requested for that specific activity.

WEATHER CANCELLATIONS

St. Luke Preschool will follow the Central Columbia School District closing schedule. If Central Columbia School District **delays** due to inclement weather (snow/ice); St. Luke Preschool will also **delay 2 hours**; Class **will be held 11:00-2:00pm for all ages**. If Central Columbia School District **closes** for the day due to inclement weather (snow/ice); St. Luke Preschool will **CLOSE** for the day.

SNOW MAKE-UP DAYS

If weather cancellations occur, make up days will be held on Mondays. **You will be notified by the staff** what those Mondays will be.

CLOTHING AND POSSESSIONS

Parents are expected to dress their children in comfortable, seasonal-appropriate play clothes. To avoid accidents, sneakers are preferred. All clothing items (especially coats, sweaters, hats and mittens) should be labeled with the child's name and put in their cubby.

Children may **not** bring toys from home to St. Luke Preschool.

CHILDREN WITH SPECIAL NEEDS

All God's children are special. If your child has physical or mental challenges or needs requiring special assistance or services, please discuss them with the teachers at time of enrollment. St Luke Preschool staff's desire is to be open to all children. Some special needs may not be able to be accommodated. To make the determination we may request a child begin part-time, or have a one-on-one caregiver in the classroom with them. St Luke Preschool staff will make the final determination as to whether a child with special needs can be accommodated.

SNACKS

St. Luke Preschool will provide snacks. On special occasions, (e.g., Birthday or Holiday Celebrations) parents are welcome to provide treats. If you would like to donate items for snack, a list will be printed in the newsletter. For special celebrations, healthy snacks are always encouraged! Please check with your child's teacher regarding any food allergies of classmates.

DONATIONS

Donations of craft supplies (Ziploc baggies, 7 or 9 oz. plastic cups, napkins, tape, yarn, ribbon, fabric, egg cartons, magnetic tape, masking tape, sponges, glitter, beads, buttons, dry beans, dry pasta, cookie cutters, stickers, thread spools, paper bags, lace, dress-up clothes, paper, pipe cleaners, feathers, plastic storage boxes, poster board, toy magazines, glue sticks, plastic garbage bags, etc.) are welcomed and can be dropped off at any time. Teachers will notify you if donations of any special or specific craft items are needed.

DISCIPLINE

St. Luke Preschool seeks to provide a loving, caring, and consistent atmosphere, along with teaching good social skills, for your child to grow. From time to time, as is natural with children, disciplinary issues will arise. As disciplinary issues arise, St. Luke Preschool staff will seek to alleviate conflict through prepared activities using the "redirect method". Children will be redirected/engaged either in a different activity and/or with a different group of children.

When a child is in a position that requires a few minutes to compose oneself, he/she is encouraged to "take a break" in a quiet area, take a few breaths, return to clear thinking and then be ready to return.

As a help to our teachers if you have a special method of comforting your child when they become upset or angry (ex. timers for tough transitions, a quiet area to regroup, drawing for comfort, etc.). Please let us know, as this method may help in the classroom as well since it would be a method your child is used to.

Conferences may be held with parents as deemed necessary.

WITHDRAWAL

A parent may choose to withdraw his/her child from St. Luke Preschool at any time. Please refer to this manual and to the "Tuition Agreement" regarding non-refundable fees. A month notice of termination is requested.

If a parent chooses to withdraw their child from St. Luke Preschool and, afterward, decides to re-enroll the child in the program; there is no guarantee of space available. To re-enroll your child, normal admission procedures will be followed.

TERMINATION

Children may be terminated from the St. Luke Preschool program:

- If not in compliance with Enrollment Requirements
- If not in compliance with Tuition/Fee Requirements/insufficient funds
- If he/she seems unprepared for the group experience and is unable to adjust appropriately
- If the parent repeatedly sends a child to school who is ill
- If the child has repeat disciplinary issues
- If the child's special needs can not be appropriately met by the program, facility, or staff

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St. Luke Preschool Calendar 2017-2018

August

24 "Meet the Teacher" Night (6:00pm)
29 First Day of School

September

25-29 Closed for Fair Week

October

13 In-Service
27 Halloween Party

November

21 **Parent/Teacher Conferences to be held this month.**
Grandparent's Day
22-27 Closed for Thanksgiving

December

22 Christmas Program
25-31 Closed for Christmas Break

January

1-2 Closed for Christmas Break

February

14 Valentine Party

March

22 Mom's Day
23 In-Service
28 Easter Party
29-31 Easter Break

April

1-2 **Parent/Teacher Conferences to be held this month.**
Easter Break

May

11 Dad's Day
23 Last Day of School (**Half Day**)
23 **End of the Year Celebration**

*****Subject to change**

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stlukelpreschool@ptd.net



Child Registration Form

St. Luke Preschool admits students of any race, color, and national or ethnic origin.

**\$100 Non-Refundable Registration Fee Must Accompany this Form
(to be applied toward first month's tuition)**

Name of Child _____ Date of Birth _____

Sex of Child: M _____ F _____ Age _____

Address _____

City _____ State _____ ZIP _____

Telephone _____

Mother's Name _____ Cell Phone _____

Mother's Occupation _____ Place of Business _____

Work Telephone _____

Father's Name _____ Cell Phone _____

Father's Occupation _____ Place of Business _____

Work Telephone _____

Emergency Names & Numbers:

1. _____ Phone: _____

2. _____ Phone: _____

What concerns do you have about your child? (Include food allergies, social skills delays, physical challenges, etc.)

Contact Email: _____

Signature _____ Date _____

For Office Use Only:

_____ Date Received _____ Amount Received _____ Received By

_____ Cash _____ Check No.

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TUITION AGREEMENT FOR - _____

August 2017 - May 2018
9:00 am – 12:00 pm (3-4 yr old)
9:00 am – 2:00 pm (4-5 yr old)

REGISTRATION FEE: \$100.00 (non-refundable)
This fee is applied toward September's tuition.

ACTIVITY FEE: \$50.00 (non-refundable)
This fee is paid with the September tuition.

TUITION: BASE COST:
Cost Per Half Day is \$16.25
Cost Per Full Day is \$21.88
Build onto these costs for extra class attendance

*** \$20.00 off/month for the 2nd child in family enrolled in the same year.**
***note payment due on 1st class day of Sept, Oct, Nov, Dec, Jan, Feb, March, April and May**

****Discount available if the full year is paid by September 30, 2017**
Half Days: \$50.00 Full Days: \$70.00

Parent
Signature _____ Date _____

Date of Child's Admission/Enrollment _____ Administrator's Signature _____

PRESCHOOL TUITION CHARGES

Tuition will be due and payable by the first (1st) class day of each month. There will be no refunds for absences. If tuition payments aren't paid within 30 days, preschool services will be terminated unless arrangements are made with St. Luke Lutheran Church. A \$30.00 charge will be assessed for any check returned to us by the bank.

I have read, fully understand, and agree to the above policy regarding tuition payments.

Parent's
Signature _____ Date _____

Please indicate Full or Half Days and how many of each: _____

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Child Health Assessment

Name of Child _____ Age _____ Date of Birth _____

Name of Parents or Guardian _____

Address of Parent or Guardian _____

Street

City

State

Zip

Home Phone _____ Work Phone _____ Cell Phone _____

A. Medical History (*May be completed by Parent*)

1. Is child allergic to anything? Yes _____ No _____ If so, what? _____
2. Any physical handicaps? Yes _____ No _____ If yes, please describe _____
3. Any history of diabetes in the family? Yes _____ No _____
4. Any history of heart trouble in the family? Yes _____ No _____
5. Any history of seizures? Yes _____ No _____

Parent Signature _____

B. Physical Examination: (*This examination must be completed and signed by a licensed physician.*)

Weight _____ lbs. Height _____ in.

X = NORMAL IF ABNORMAL - COMMENTS

Head / Ears / Eyes / Nose / Throat _____

Cardiorespiratory _____

Abdomen / GI _____

Genitalia / Breasts _____

Extremities / Joints / Back / Chest _____

Skin / Lymph Nodes _____

Neurologic & Developmental _____

Should activities be limited? _____

Recommendations: _____

C. Immunization History: (*Please enter the date each dose was received.*)

#1 #2 #3 #4 #5

DPT/DT _____

Polio _____

Hib _____

Hepatitis B _____

MMR _____

Varicella _____

Pneumococcal _____

Other _____

Signature of Physician _____

Date of Examination _____

Medical Care Provider _____

Address _____

Phone _____

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Emergency Information 2017-2018

Student _____
(Last) (First)

Address _____

Parents' Names _____

Home Phone _____ Child's Birthdate _____

Mother's Work Phone _____ Cell Phone _____

Father's Work Phone _____ Cell Phone _____

Other Emergency Names, Phone and Relationship

1. _____

2. _____

Child's Doctor, Phone _____

Insect/Food/Drug Allergies _____

Name of person(s) to whom child can be released _____

St. Luke Preschool staff follows an established protocol for Injury Care. Minor cuts/abrasions and injuries will be cared for on site and documented for the parent. In the event of an emergency in which your child requires emergency medical attention, we will call 911 and notify the parent or guardian. Unless otherwise specified by parent or guardian, child will be transported to The Geisinger-Bloomsburg Hospital. Emergency personnel will be allowed access to the Child Health Assessment form for any information they may need to treat your child appropriately.

It is possible that a physician, hospital or other licensed health care provider will not render medical help without a signed permission from the child's parent or guardian. It is for this reason we ask to have your signed permission for medical care.

Signature: _____ Date: _____

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Field Trip Permission Form

I give permission for my child _____
to participate in any field trips which are planned during the
current school year. I understand that transportation will be
via private vehicle with staff and parent drivers. I also
understand that I am responsible for driving or designating
someone to accompany my child who is responsible for
transporting my child safely.

Signature of Parent/Guardian _____

Date _____

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Press and Photo Release Form

St. Luke Preschool may send news to the local newspaper on events happening at the school.

Your signature below indicates that St. Luke Preschool does or does not have permission to include your child's name and/or photo in newspaper articles, school publications, preschool website, and promotional materials.

Child's name _____

Has my permission to be photographed and released for publication.

Signature of Parent/Guardian _____

Date _____

Child's name _____

Does not have my permission to be photographed for any reason.

Signature of Parent/Guardian _____

Date _____