

### **Biblical Curriculum:**

- St. John's Lutheran Preschool exists to glorify and honor God, believing that the Bible is the true word of God and that salvation comes through repentance of sins and faith in Jesus Christ and His work on the cross.
- At the center of St. John's Lutheran Preschool's curriculum is the Christian faith, the Bible, and the Gospel of Jesus Christ. Christian principles and Bible stories will be taught daily. In addition, children will worship God through prayer and song as well as memorize Bible verses and attend weekly chapel services. Basic Bible stories such as David and Goliath, Daniel in the Lions' Den, and Jesus' death on the cross will be taught; however, we will share these stories in an age-appropriate way with the children's best interest in mind.

### **Enrollment Requirements:**

- To enroll in the Preschool program, children must be fully potty trained and must turn three on or before August 1<sup>st</sup> of the year for which they are enrolling. To enroll in the Pre-k program, children must be fully potty trained and must turn four on or before August 1<sup>st</sup> of the year for which they are enrolling.
- To be accepted in our program, a parent must meet with the Preschool Director, tour the school, complete an application, and pay the new application fee. Once the Director reviews the application, parents will be notified of acceptance. Parents have two days to pay the registration fee to be guaranteed a spot in a class. New application fees are payable to St. John's Lutheran School, and registration fees are payable to Smart Tuition and must be paid by check.
- All parents of preschool age children must complete paperwork required by the state of North Carolina's Division of Child Development (DCD), including a medical form and updated immunization. In addition, St. John's requires a copy of children's birth certificate to be on file. All paperwork must be completed before the child's first day of school.

### **Schedule Policies:**

- St. John's Lutheran Preschool is an educational

facility that offers preschool and pre-k enrichment as well as quality care for young children. Because we are an education facility, we follow the St. John's Lutheran School schedule. The Preschool operates on a ten-month schedule beginning in mid-August and ending in early June. Breaks and teacher workdays allow staff the necessary time to train, prepare, and refresh in order to offer your child an excellent educational and developmental environment.

- Full day children may arrive anytime after 7:30 a.m. We ask that full day children stay no more than 10 hours in a day. The Half Day and School Day children's program begins at 8:30 a.m. Children may arrive as early as 8:15 to drop off items and sign in. There is a \$6.25 hourly fee for half day/school day children who arrive before 8:15. Exceptions are made for siblings of school-age children enrolled at St. John's. Because school age children must be at school between 8:00-8:15 a.m., Preschool siblings of St. John's students may arrive as early as 8:00 a.m. without a fee.
- Children must be picked up at the time their program ends. Parents have a fifteen-minute window to pick up children (unless it is after 6:00 p.m.). After fifteen minutes, parents are charged the fee of \$6.25 per hour or part of an hour. Children are welcome to stay beyond their program hours as long as there are adequate materials and staff to accommodate. If children stay beyond their program hours, the hourly rate applies. Families who do not pick up their child by 6:00 p.m. will be charged \$1.00/minute with a \$5.00 minimum. All fees are billed through Smart Tuition.

### **First Days of School Schedule:**

- For the first week of school, half of the children attend the first day for a half day to be picked up by 12:00 p.m., and the other half of the children attend the second day for a half day to be picked up by 12:00 p.m. The following school day begins our regular schedule and program hours. Teachers will assign children to their first day of school and parents will be notified by mail.

### **Drop Off and Pick Up Policy:**

- Children must be signed in and out each day by a

parent or authorized person listed on the application. Anyone who picks up a child for the first time, other than the parent, must be listed on the child's application and will be asked to show i.d. Parents may add authorized people to the application at any time.

### **Outside Play/Weather Policies:**

- Outside play is an important part of our program. Children will go outside unless there is a weather advisory, watch, or warning or there is precipitation. Children should be dressed appropriately for each day's outside weather. Children must participate in outside play unless medically unable.
- During inclement weather, St. John's does not always follow Forsyth County Schools for closings, so please tune in to local T.V. and radio stations for school closings or delays. St. John's will utilize our phone messaging system to sent an automated call in case of closing or delay.

### **Field Trips:**

- Field trips are an integral part of our program. Parents sign a general field trip permission form prior to the start of school that allows children to participate in field trips throughout the year. Field trip information will be posted and sent home at least two weeks prior to the trip. We use school vans and parent drivers to transport children. Parents must provide a booster/car seat for their child.

### **Personal Belongings:**

- The only items children may bring from home are nap-time items (sheet, blanket, and small sleep toy) and money for chapel on Wednesdays. Toys from home are not permitted. If a child brings a non-approved item from home, that item must be kept in the child's cubby and risks being taken or lost. We encourage parents to label anything from home including sleep items, coats, change of clothes.

### **Health/Safety Policies:**

- We desire and are required to offer nutritious meals and snacks. If your child brings a lunch, his/her lunch must meet state requirements as well. These requirements will be discussed at Parent Orientation.

- St. John's Preschool does not administer medication (including Tylenol and antibiotic ointment) to children unless medically necessary and accompanied by a permission form that is signed by both the parent and doctor (if a prescription). See the Preschool Director for a medication permission form.
- Forsyth County Health and Sanitation department requires childcare centers to implement a rigorous hand washing procedure to prevent the spread of germs. Children must wash their hands when they arrive to school and they must follow our hand washing method. We cannot change our hand washing method nor substitute hand sanitizer.

**Financial Policies:**

- St. John's Lutheran School is a non-profit ministry of the church. We are dependent upon tuition and fees to run our program. St. John's operates on an annual tuition budget for each school year. This annual tuition is spread out over a ten-month period. Payments for Preschool begin in August and end in May. Budgets and salaries are based on consistent payment of tuition for the ten-month school year. School tuition is different and separate from summer camp rates. Summer camp operates on a daily rate/budget. For children who participate in Camp Falcon, parents are expected to pay both August camp fees and August tuition for the school year.
- School payments are due at the first of the month and are billed through our Smart Tuition billing company. Auto-draft, automatic credit card, and mail in payment options are available. It is important that payments be made on time. If a family is unable to pay, we ask that they speak to St. John's Business Manager, the school Principal, or the Preschool Director as soon as possible so we can work out a plan to assist you in paying your bill.

**Communication:**

- Teachers and the Preschool Director are available to answer any questions or concerns you may have. Before talking to other parents or outside staff, we ask that you address concerns with your child's teacher directly. We also ask that adult conversations take place in private if at all possible. Conferences can be scheduled if needed.

- Parents are required to attend Parent Orientation where further details of our program are explained just prior to school starting.

**Summer/Re-enrollment:**

- St. John's offers a summer program that is open to St. John's school and church families and to the public on a first come, first serve basis. Parents sign-up by the day, the week or whole summer. Enrollment in our Preschool program does not guarantee enrollment in our summer camp, though we will do everything we can to have a spot available. St. John's does not guarantee spots unless payment is made in advance for each day or payments are made through our auto-draft payment option.
- Children in our program must re-enroll each school year to hold a spot in a St. John's class for the following school year. Re-enrollment for current students will be held in January/February. After this re-enrollment period, enrollment opens to the public. In order to enroll, parents pay the registration fee and fill out a pre-enrollment form.



# Preschool Policy Summary

*(Please read carefully before completing Application)*

Revised 1/26/09 BL