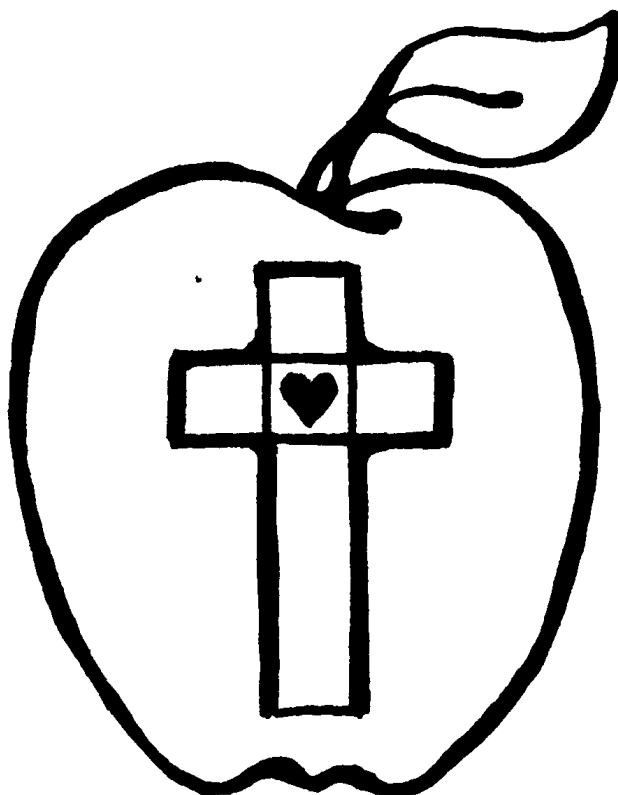


St. Mark Lutheran Preschool Parent Handbook 2011-2012



Pamela Hardy
Director of Children's Ministries



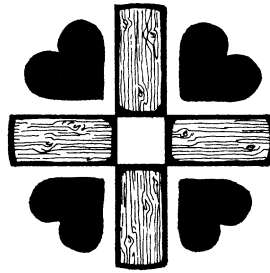
ST. MARK LUTHERAN CHURCH

3030 East Thunderbird Road

Phoenix, Arizona 85032

www.stmarkphx.org

602-992-1980



Whose Child

"Whose child is this?" I asked one day
Seeing a little one out at play.
"Mine," said the parent with a tender smile.
"Mine to keep a little while.
To bathe his hands and comb his hair,
To tell him what he is to wear;
To prepare for him his daily food,
To train him — that he may always be good."
"Whose child is this?" I asked again
As the door came open and someone came in.
"Mine," said the teacher with the same tender smile.
"Mine just to keep a little while;
To teach him how to be gentle and kind;
To train him and direct his little mind.
To help him to live by every rule
And get the best he can from school."
"Whose child is this?" I asked once more
just as the little one entered the door.
"Ours," said the parent and teacher as they smiled
and each one took a hand of the dear little child.
"Ours to love and train together,
Ours, this blessed task forever,
The noblest work that has ever been given,
For of such is the Kingdom of Heaven."

- Anonymous

The Purpose of this Handbook

- ❖ To acquaint the reader with the program of Christian Preschool at St. Mark Lutheran Church.
- ❖ To supply the reader with the philosophy that prompts the members of St. Mark Lutheran Congregation to promote and support a Christian School.
- ❖ To provide the parents and students with the functions and regulations of the school that they are to observe as members of this educational community.

St. Mark Christian Preschool reserves the right to make changes to this handbook as it deems necessary for the betterment of the school. Parents will be notified through our monthly newsletter, *The Preschool Press*, if changes are made to any of our policies and procedures.

The History of St. Mark Preschool

St. Mark Preschool celebrated its 32nd birthday in 2010. Since its beginning in 1978, St. Mark Christian Preschool has been proclaiming the love of Jesus to its students. We are excited that many of our students are second generation. To God be the Glory! In 2005, the preschool expanded its hours of operation to offer extended day and full day programs to the regular preschool programs that were offered since 1983. These new programs were implemented to make the school more convenient for today's busy families. The new programs are being offered with the same commitment to quality Christian education as the regular programs. St. Mark Christian Preschool and Church are members of the Lutheran Church Missouri Synod that operates the largest Protestant school system in the United States. The church operates several thousand early childhood centers, more than one thousand elementary schools, about one hundred high schools, ten universities and two seminaries. The uniqueness of a Lutheran School is its curriculum. Christ Jesus is implemented into the entire program and all doctrinal teaching is based on the Bible alone.

General Information about St. Mark Christian Preschool

The focal point of our program is Christian Education. Jesus Christ is the center of our lives. He will also be the center of our preschool program. This means that each day will be spent in such a way that Jesus becomes an important element in your child's life.

St. Mark Christian Preschool admits children of any race, color, gender, nationality, religion, and ethnic origin to all rights, privileges, programs and any other activities of the school. A child with special needs requires a pre-enrollment conference to determine if we can meet the needs of the child.

Regular program classes begin at 9 a.m. each day and end at noon. Extended day programs begin at 7 a.m. each day for students enrolled in a Regular Program Class. An After School Program is offered from noon to 6 p.m. each day. The Regular Program in most cases follows the Paradise Valley School District calendar. Your commitment is for one school year.

The Full Day Programs are not offered on major holidays, including Christmas break; one week before school starts each fall and on teacher development days. Each year a school calendar will be provided to parents listing days that the school is closed. Full day program students may be on campus any 10 hours each school day beginning at 7 a.m. and closing at 6 p.m. as part of their tuition. Students must be on campus by 9 a.m. for the start of the regular school day and are part of the regular program.

Summer School and Spring Break Programs will be offered. Summer School requires a registration fee for all students. A Holiday Care Program is offered during Spring Break. Full Day students may use this program as part of their monthly tuition; Regular Program Students may use this program for additional fees that will be announced through *The Preschool Press*.

The Summer School and Holiday Programs are offered to children ages 3 - 10. Siblings, church members and the community may use our programs. All school policies and procedures will apply.

St. Mark Preschool is not able to offer transportation.

It is the goal of St. Mark Preschool that each student experience success at his or her own level. If a situation should arise that St. Mark Preschool can not meet the needs of a child to ensure success, he or she will be un-enrolled. This could be due to behaviors or special needs that require additional resources not available to the school. Tuition paid in advance will be refunded. At all times the teachers are eager and willing to work with the students and parents in any way. The Director has an open door policy and is also available to assist in any situation.

Welcome to St. Mark Preschool!

Thank you for choosing St. Mark Christian Preschool. We consider it a great honor that you have chosen our school to begin your child's academic experience. It is our prayer that our school will be a blessing to you and your family. Please remember that we are here to minister to your family and it is our hope that you will call on us if we can ever be of assistance.

The benefits of a Christian School are many. First and foremost, we are able to teach the love of God through Jesus Christ, our Lord. What an awesome blessing for us! What an awesome blessing for your child! History has shown that children who receive a Christian Education achieve a high level of fulfillment and personal excellence in their adult lives. Furthermore, what a blessing it will be for your child to know God's love and hold in his or her heart the promise of eternal life.

Parent Expectations

St. Mark Christian Preschool recognizes parents as a child's first teacher. The staff of St. Mark Preschool is to be a support to families as they raise their children as children of God. We also expect parents to support our endeavors by taking an active role in their child's education. There are a variety of ways to do this, and we ask parents to participate in a way they are comfortable. A booklet on volunteering at your child's school will be given to parents.

Parents are expected to reinforce appropriate school behavior at home. This includes treating other people, children and adults, with respect, following safety rules and school routines. It is also important to attend Sunday worship and include Jesus in family life. Parents are expected to lead by example.

New parent orientation is mandatory each fall. Parents who cannot attend must meet with the Director.

Families are expected to attend special functions and participate in family functions listed in the attached School Year Calendar. This is important as we support the education of our children.

Your commitment to our program is one school year. You must register each year you would like to use our program. To get the most benefit of our program we suggest that a child start in the fall after his or her 3rd birthday. If a child is not developmentally ready for preschool at age 3, or if the family chooses to wait until the child is 4 for other reasons, we suggest that families work at home to help the child with basic readiness skills. For more information, please see the Director.

Our Goals, Purpose, and Objectives

The goal of Children's Ministries is to connect God's children to Jesus Christ in a real and powerful way. The preschool's mission is to reach out to the community in Christ's love through the work of the preschool. We recognize that each child is a unique creation of the Heavenly Father and we will work to provide an environment where each child can grow individually under the guidance and instruction of Christian Teachers. Our purpose is to provide learning experiences designed to enhance each child's social, emotional, physical, creative, intellectual and spiritual development.

Our objectives include:

- Provide a Christian environment that is safe and healthy
- Provide experiences and activities that encourage a life long love of learning and commitment to Jesus
- Provide opportunities for sharing and helping, encouraging children to be concerned for others
- Provide purposeful early childhood education to prepare children for scholastic success

We embrace that parents are a child's most important teachers and we are here to support parents in their desire to raise Christian children.

Our Organizations

St. Mark Christian Preschool is licensed by the State of Arizona:
Arizona Department of Health Services
Office of Child Care Licensure
150 N. 18th Avenue, Suite 400
Phoenix, Arizona 85007
602-364-2539

Inspection Reports are in the school office. Please see the Director.

The Lutheran Education Association:
The staff of St. Mark Preschool belongs to the Lutheran Education Association. The staff participates in the functions of the Pacific Southwest District of the Lutheran Church Missouri Synod. St. Mark Christian Preschool is working toward accreditation.

The primary overseer of St. Mark Christian Preschool is the Board of Education of St. Mark Congregation.

St. Mark Preschool is DES Certified.

Communication

Effective communication between parents and teachers is vital for a child's success in school. It is our hope that parents will feel free to communicate freely with our teachers at any time and for any reason. The following communication procedures will be put into place at St. Mark Lutheran Preschool:

- The Director will make appointments for tours for prospective parents.
- The Director will hold a mandatory Orientation for all families.
- The Director will publish a monthly newsletter with input from teachers.
- The Director will hold monthly meetings seeking parents' feedback and ideas.
- The Director will be available to parents as needed and will communicate either face-to-face, via telephone/email or through notes per parent request.
- The Teachers will be available for home visits and pre-enrollment conferences in the fall.
- The Teachers will host an open house prior to school starting in the fall.
- The Teachers will conduct Parent-Teacher Conferences twice yearly.
- The Teachers will make themselves available to parents as needed and will communicate either face-to-face, via telephone/email or through notes per parent request.
- The Teachers will post important notices and information on the Parent Board located in the classroom.
- Weekly Bible story focus, party sign-ups, classroom donations, and needed volunteers will be posted in classroom windows.
- Parents will read the monthly newsletter.
- Parents will check backpacks daily and stay apprised of happenings in their child's classroom.
- Parents will contact the Director or Teachers if they have questions or concerns.
- Parents will be sure Blue Cards and Emergency Information is kept current. (Very Important!)
- Parents will put in writing any changes to the blue card or changes to the status of their child's schedule.

In all cases, our focus, as we work together as parents and teachers, is to instill a love of learning and the knowledge that our children are children of God, precious in His sight

Health and Safety

Your child's health and safety are of the utmost importance to us. Policies set forth are to benefit the children of our programs and should not be taken lightly.

Before your child can begin school, a state required blue card must be **fully** completed. This means each child must have 4 emergency contacts (two of which can be parents.) The information must be kept up to date. Please let us know if there has been a change in phone numbers for your child's emergency contacts. The school will provide a Change Form for this purpose. (A copy is provided on the following page.) The office must have a copy of your child's immunization records. Please notify the office if your child has received immunizations during the school year. Immunization records will be provided to the County Health Department.

If a child becomes ill at school, we will contact the Mom or Dad, and then other contacts listed on the blue card. Please provide as many contacts as possible. (at least 2)

Any illness or injury will be put into one of three categories.

1. The first category is a minor illness or injury where the staff can administer basic first aid and an "Ouch Report" will be sent home. These types of injuries are quite common in young children as they are growing and developing. Minor injuries are not usually cause for alarm.
2. The second category is the case of a more severe illness or injury and a parent will be contacted for either a consultation or pick-up. This may be an injury like a fall or a symptom of illness such as a tummy ache. Caution and observation are usually required in cases like these. In some situations a doctor's visit might be necessary.
3. The third category is an emergency situation in which **911** would be contacted. The parents will be contacted to meet the child and a staff person at the hospital that was listed on the blue card before the start of school. Please note in cases of severe injury and/or life threatening situations, 911 personnel reserve the right to transport your child to the nearest medical facility. If parents cannot be reached, those listed on the blue card will then be contacted to help us locate you.

Blue cards let us know who may or may not pick up your child. **Please be sure this information is accurate and always kept current.** Remember to use the form on the next page to make changes to information given to St. Mark.

 **THANK** *you!*

St. Mark Lutheran Preschool Student Change Form

The parents/guardians of _____ (child's name)
would like to make the following changes to their child's blue emergency card:

Please change the following:

Address: _____

Phone Number: _____

Enrollment from: _____ To: _____

Daily Routine: _____

Health Condition: _____

Allergy Status: _____

Immunization: _____

Other: _____

Emergency Contact or Authorized Persons for Pick-Up:

Other: _____

Parent Signature: _____ Date: _____

Effective Date: _____

Please use this form for all changes and give
to your child's teacher or the Director. Thank you!

Drop off Health Policy

Before bringing your child into the classroom, parents are asked to take their child to the restroom to wash their hands before the start of school. Parent cooperation is necessary and very much appreciated as we try to leave germs outside the classrooms! This will also give your child the opportunity to deal with any immediate personal needs before school. **Please walk your child into the classroom and sign them in as required.**

Illness and Injury:

Students appearing to have symptoms of illness, those who have thrown up or have a temperature of 100 degrees or higher during the day will be immediately isolated from others. The parent will be contacted to come and pick up the child from school.

Children should not attend school for at least 24 hours if they have had:

- < serious injury or ER visit
- < fever (*or has had a fever within the last 24 hours*)
- < a cold that is less than four days old
- < thick or green nasal discharge
- < constant cough
- < chills
- < earache
- < sore throat
- < reddened or oozing eyes
- < rash or skin eruptions
- < stomach cramps or diarrhea
- < unusual fatigue or not acting themselves
- < vomiting (*or has vomited within the last 24 hours*)

Children may come to school when a cold is over, when a minor nasal drip is present, or after a doctor authorizes a return to a normal schedule.

Families requiring full time care are encouraged to have pre-arranged child care for when their child is sick.

If your child is absent for any reason, please call the office and the teacher will be notified. Parents will be notified if the students may have been exposed to any communicable diseases.

Children who seem overly tired may be coming down with an illness. If in question, keep your child at home for observation. **This is the best way to keep everyone healthy.**

Fire Safety

Fire drills will be held monthly. Children are carefully instructed on what to do in case of a fire emergency.

Evacuation Plan

In the remote likelihood that an evacuation is necessary, all students will be taken to the Sanctuary. If a code word is required it will be Teddy Bear.

Lock Downs

Lock down drills will be held quarterly.

Insurance

Each child is covered under a group policy per state regulations. A copy of the policy will be made available. Each child is covered while attending preschool.

Dress

Dress your child casually and for fun! Children learn best when they are free to explore and enjoy all the activities that are planned for them. Paint, glue, play dough, sand and water play are part of our daily activities. Remember, we will also be finger-painting and enjoying sensory experiences such as writing in pudding or shaving cream. Clothing should be appropriate for school and allow a child to attend to his/her own personal needs. (No one-piece outfits.) Please save special clothing for things such as picture days, The Christmas program or Sweetheart Dance!

Shoes that enclose a child's foot and allow him/her to run and climb are essential for safety. Please, no flip-flops or high heels. We will not be responsible for jewelry or trinkets, please leave them at home.

Remember to identify your child's belongs with his/her name.

No Weapons Policy

At St. Mark Preschool we strictly enforce a "no weapons" policy. This includes toy weapons such as toy guns, swords, light sabers or violent play toys. Play that is deemed too rough for school will not be allowed. Please take note when bringing in toys for share days; they should not be weapons of any kind. Children will be taught to use their bodies in a Godly way, respecting themselves and each other. Children will also be taught to recognize that school is a place to feel safe.

Show and Share

The teachers will most likely have show and share on a weekly basis. This is an awesome social tool used in the classroom. Please limit your child to only bringing in one item to share. Also, please do not bring very special breakable items or very expensive items. St. Mark will not be responsible for lost or broken items brought from home. Children will not share any weapon that is brought for share.

Attendance and Sign-in/Out Procedures

Punctuality and regular attendance are very important for your child's scholastic experience in preschool. Please make every effort to bring your child to school on time. All students must be on campus no later than 9:00 a.m. Students in the regular programs may be dropped off no earlier than 8:50 a.m. Regular program students dropped off prior to 8:50 a.m. will receive a before school charge based on the current rate.

Children must be in attendance in the morning program to utilize the After School Program.

Attendance and Sign-in/Out Procedures - Continued

When signing in a child for school, you must use your full last name and first name or initial. For example: *John Smith* or *J. Smith* is acceptable, *J.S.* is not. There are no exceptions to this rule.

On the sign in sheet, please use the time you are dropping off your child and the time you are removing your child from our campus. The correct time is important for accurate billing and it is imperative for state guidelines that the rule is followed.

If someone other than a parent is removing your child from school, be sure that his/her name is on your child's blue card. If it is not part of your normal routine to have someone else picking up your child, please be sure to notify the school in writing by jotting the information down on the "Who is Picking Up My Child" form posted along with each Sign-in/Out Sheet. If there is any question in releasing a child to an adult, we reserve the right to contact a parent. If we are not familiar with a person who is picking up your child, we will ask for picture identification. If you would like the convenience of telephone authorization for pick up release, please complete the portion of the blue card asking for a telephone code.

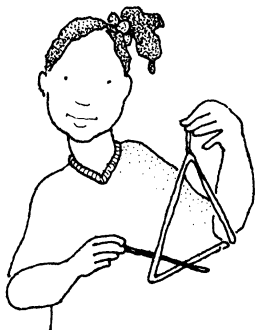
Screenings

Health Screenings will be provided per state regulations.

Sun Safety

Parents are advised to follow the sun safety procedures for their child's long-term good health:

- Always use a sunscreen of SPF 15 or higher. Apply it before a child's school day.
- Have your child wear a hat or visor and use lip balm with SPF 15 or higher.
- Keep skin covered as much as possible.



Discipline Policy

St. Mark Preschool's attitude toward discipline is one of loving concern. Learning appropriate school behavior is the same as learning any other new skill. It will be handled as such. We use guidance and positive reinforcement in our programs. We support procedures and policies in Dan Gartrell's "The Power of Guidance" which is endorsed by NAEYC. Each child is a unique creation of God and will be treated as an individual.

St. Mark Preschool places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, we accept the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning and would interfere with the orderly conduct of our school. Furthermore, the staff has responsibility for enforcing the rules of conduct, establishing consistency in their enforcement and maintaining an appropriate learning and behavioral environment.

Discipline Policy - continued

Students are expected to respect the rights of others and to conduct themselves in a safe and orderly fashion. Their behavior should be such that it does not promote harm to themselves or to others. Disciplinary action is taken in situations involving students who do not follow conduct guidelines.

If the teacher feels that a student's behavior is continually causing problems, the parents will be informed and asked to work with the school toward a solution.

The following actions from a child will be dealt with in the following manner.

	1st occurrence	2nd occurrence	3rd occurrence
Disruptive Behavior	Verbal warnings	Time out/loss of privilege	Parent conference
<i>If behavior does not improve or is dangerous, the child may be suspended for 1-3 days.</i>			
Hitting (Physical Threats)	Verbal warnings Time out Loss of privilege Parent conference	1 day suspension Parent conference	3 day suspension Parent conference

*These steps are a guideline and each situation will be evaluated individually for actions that will be taken to improve the behavior.

If we feel that a student's behavior is disruptive or harmful to other students on a continual basis, that child will be removed from our program.

Please review these items with your child and make sure they understand the importance of following the rules for everyone's safety.

**All children can
learn and succeed,
but not on the same
day, or in the
same way.**

HEALTH

Medications

No medications, other than EPI PENS and Benadryl will be given at school. If your child has been prescribed medication that requires 3 doses each day, please give one dose before school, one dose after school and one dose before bedtime. Sunscreen, lotion and Chap Stick and hand sanitizer are considered medications. Please see your teacher or the Director before bringing these items to school.

The following procedures will be followed for the use of EPI PENS:

- The EPI PEN must include a pharmacy label.
- A doctor's note must be provided giving St. Mark Preschool Staff written authorization to administer the EPI PEN.
- A Medical Consent Form must be completed (provided by the school).

Toilet Training Requirements

In order to follow state regulations, the following policies will be followed:

Children must be able to use the toilet independently. Pull-ups are not allowed; children must be dressed in cloth underwear. Although accidents do occur from time to time in most young children, the students must show a consistent routine of using the restroom and be able to express their need verbally. To be considered potty trained accidents should not occur more than 3 times in any 5-day period. **It is the responsibility of all parents to provide a clean set of clothing at school. Please include socks.** If your child has an accident and we do not have clothing for the child, the parent will be called to provide a set of clothing. All laundry will be sent home. Children showing an inconsistent routine in their potty training will be asked to wait 7 days, to work on training at home before returning to school. There is no tuition credit for this training time as we will be holding your child's space in the program.

Change of Clothes

It is the responsibility of **all parents** to provide a clean set of clothes, including socks, with your child's name, which will be kept in a central storage area in the preschool.

Rest Time Policies

St. Mark Preschool is pleased to offer a rest time to meet the health needs of our students. Parents must request in writing if they would like their child to be a part of the quiet room. However, it behooves us to provide an opportunity to rest if a child is in obvious need of sleep. Parents must provide a clean crib-size sheet and a small blanket for their child at the beginning of each school week. It will be sent home weekly to be washed and returned. Parents may also provide small comfort items such as a travel size pillow (no standard sizes-they are too large for storing), or a small teddy bear or "lovie" (no toys-please!). Each child's name must be clearly marked on all their belongings. Rest time is offered daily after lunch. Children will be required to lay quietly for at least 30 minutes. Those who have not fallen asleep will join the After School Program that is in session. Children who are still sleeping will be woken no later than 3 p.m. Parents will be provided daily notes regarding their child's naptime.

Our Preschool Programs

Regular Preschool Programs for 3 and 4 Year Old Children

These programs are designed for children age 3 or 4 before September 1:

- 2-day Program: Tuesdays and Thursdays from 9:00 a.m. - 12:00 noon
- 3-day Program: Mondays, Wednesdays & Fridays from 9:00 a.m. - 12:00 noon
- 5-day Program: Monday - Friday from 9 am - 12:00 noon

Full Day Preschool Programs for 3 and 4 Year Old Children

Students in our Full Day Programs are part of the Regular Preschool Programs and may use the Before and After School Programs as part of their monthly tuition. Parents may use any 10 hours per day but must have their child on campus before the start of school at 9 a.m. each day.

- 2-day Program: Tuesdays and Thursdays
- 3-day Program: Mondays, Wednesdays and Fridays
- 5-day Program: Monday - Friday

Holiday Camps/Summer School

St. Mark will offer Extended Programs during Spring break. Summer School will be offered during summer months. Information packets will be available each April.

Before and After School Programs

The Before School Program is designed to be a convenience to parents. Following breakfast, students are offered activities including simple art such as coloring, watercolors, play dough and the like. Children can choose from any of the centers in the classroom.

The After School Program is designed to be an extension of our morning program classes. A structured schedule will be followed that includes lunch (parent provided) and rest time (by parent request or obvious need of the child). It includes an afternoon snack provided by the school.

Each day will follow the same schedule and will include arts and crafts, music and movement, recess and physical education, story time and free choice. Special days may include movie day, guest readers, and science exploration. As in the regular programs, faith development and Christian education will be woven into all aspects of the curriculum. This program is designed to be parent pick-up friendly so parents may remove their child from campus at their convenience.

Tuition Policies

Registration Fees

School Year Registration Fee - \$100.00

Summer School Registration Fee - \$25.00

Regular Program Tuition Rates and Payment Schedule

(Morning classes)

Regular Day Tuition:

2-day Program - \$145 monthly

3-day Program - \$200 monthly

5-day Program - \$340 monthly

Regular Tuition is due on the first of each month. There is a 10-day grace period before a late fee of \$20.00 will be assessed to overdue accounts. Student accounts in arrears for more than 30 days will result in suspension until tuition is paid in full.

Before and After School Program Rates and Payment Schedule

Before/After School Programs are charged at \$5.00 per hour (pro-rated at 1-30 minutes @ \$2.50. 31 minutes or more is considered one hour). Before and After School charges must be paid within 30 days of receipt of billing. Fees more than 30 days unpaid will lead to loss of use of the programs until fees are paid in full.

Full Day Tuition Program Rates and Payment Schedule

Full Day Tuition:

2-day Program - \$255 monthly

3-day Program - \$365 monthly

5-day Program - \$610 monthly

Full Day Program families may pay tuition bi-monthly. Families are required to pay one half of the monthly tuition by the 10th of each month and the remaining half by the 25th. Student accounts in arrears for more than 30 days will result in suspension until tuition is paid in full.

Acceptable Forms of Payment

Payments may be made in the form of check or money order.

Tuition Credits

There are **no credits** for illness or vacation given to families enrolled in Regular Programs. Families are encouraged to use Thanksgiving, Christmas and Spring Break for family vacations. Summer School Programs are flexible in design and allow for family vacations.

Tuition Credits - Continued

In the case of an illness, there are **NO Tuition credits** given to families enrolled in **ANY** of our Programs. There is a 2 - week vacation credit granted to families enrolled in our Full Day Program. The 2 weeks can be used consecutively or individually but may not be broken down daily. Request for Vacation Credits must be made in writing at least 30 days in advance. The school is closed over Christmas break and tuition for December is still due. This is a good time to use the 2 week vacation credit provided. Vacation credits are based on the school calendar year and are not transferable in any way. Time not used is lost.

Early Drop-Off and Late Pick-Up Fees

Early Drop off Fees:

Students will not be received before 7 a.m. Regular morning program students dropped off prior to 8:50 a.m. will receive a Before School Charge based on the current rate.

Late Pick Up Fees:

Students in the Regular Program who are picked up after 12:10 p.m. will be charged the After School Program hourly rate. Students in the After School Program will be charged \$1.00 per minute after 6:10 p.m.

Other Fees:

Forgotten lunch fee is \$3.00.

Forgotten breakfast fee is \$1.00.

Returned check fee is \$25.00.

There may be nominal special events or field trip fees.

A school supply list will be made available each fall. Supplies will be provided to students if parents are unable to provide them for their children.

Our Summer School and Spring break rates are to be determined.

Discounts

Families with 2 or more children receive a 10% credit on tuition for each child in the program. Members of St. Mark Lutheran Church receive 10% credit on tuition. There are no discounts given to accounts made after services rendered.

Commitment and Withdrawal

Our programs are designed to be for a full school year. If a child must be withdrawn from our program for any reason, parents must submit a two week written notice explaining the date and reason for withdrawal. Tuition is due until the child is withdrawn from our program. Any tuition paid in advance will be refunded. Registration fees are non-refundable.

Scholarships

St. Mark Preschool has a limited scholarship program for students enrolled in our programs. Please see the Director for more information.

Questions on Billing

All matters of finance should be brought to the attention of the Director as soon as they arise.



*Train a child in the way he is
to go, and when he is old he
will not turn from it.*

Proverbs 22:6

**St. Mark Lutheran Preschool
Full-Day Program Vacation Credit Form**

Full-Day program students have the flexibility of a 2-week vacation credit each school year. The 2 weeks can be broken down into 2 separate weeks or used consecutively but may not be broken down into individual days. Vacation credits are not accrued; time not used is lost. There are no tuition credits granted in lieu of vacation time not used. Vacation credits are not transferable. Vacation credit requests should be made at least 30 days in advance to help with staff scheduling.

Thank you very much!

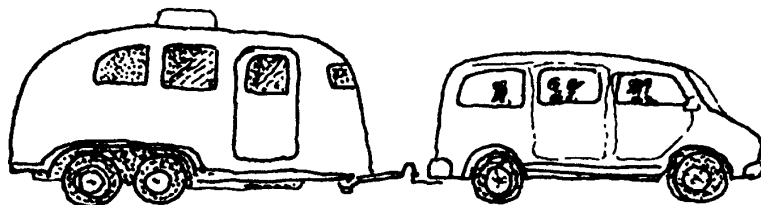
The parents of _____ hereby

request the use of the vacation credit allowance for

the week(s) of: _____.

Parent Signature _____.

Date: _____



<p style="text-align: center;">Meals and Snacks Peanut Safe Classrooms</p>
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Daily Snacks

Parents will be asked to take turns providing morning snacks. The monthly calendar will be sent home indicating when your child should share and what to bring. All foods must be store packaged and brought to school in the original container. Any food preparations must be done by the school staff. All juice must be 100% fruit juice and milk must be 1%. Family provided snacks help the children to learn about sharing and good nutrition. If a family finds an assigned snack to be outside their budget please speak with the Director and provisions will be made. If you would like to request a snack other than what is posted, please let the Director know.

Peanut Safe Classrooms

The snack calendar provided will list items that are listed as peanut free. However, many products do not list peanuts as an ingredient yet are manufactured in a factory that also use the same machines that process peanut products, and therefore can trigger the peanut allergy.

We implore you, for the safety of our students with peanut allergies, to please check labels before providing it for a classroom snack. St. Mark will not serve ANY food items with peanuts as an ingredient or processed in a facility that processes peanuts. If you and your child bring in a snack accidentally that has peanuts or is processed in a facility that processes peanuts, the snack item will be returned to you and replaced with another peanut safe item. Does this mean that your child cannot bring a peanut product for lunch—NO. We will have two separate tables; one will be peanut free and the other will allow students with peanut products to still enjoy those favorite peanut butter sandwiches and cookies.

Breakfast, Lunch and Afternoon Snacks

Parents dropping off a student during the breakfast hour (7 a.m. - 8 a.m.) must first take their child to the bathroom to wash their hands. Children arriving between 7 am and 8 am must bring a breakfast with them to school. All breakfasts will include a bread/bread alternative such as cereal or muffins, fruit or 100% fruit juice with vitamin C, and milk. During the breakfast hour, if your child has not brought a breakfast, he/she will be asked if he/she is hungry. If he/she says "yes", a breakfast will be provided for him/her with a \$1.00 charge added to your account. There will be no children eating breakfast after 8 am. Please make sure that your child has breakfast before school starts!

Lunch is the responsibility of the parents of our students. If your child will be on campus between noon and 1 p.m. you must provide a nutritional lunch that meets state requirements. That means it must include milk, protein, bread or bread alternative, fruit or vegetable. You may include extra food items such as a cookie or fruit snack, but the students will be encouraged to eat their healthy foods first. Parents are asked to keep sweets and junk foods to a minimum.

Afternoon snack is provided by St. Mark Preschool to students in our After School Program between 3 p.m. - 4 p.m.

Healthy habits developed young last a lifetime!

Parents must provide for their child a nutritional lunch that meets the state requirements. That specifically means that the following food/amount must be included in each child's lunch. If a family does not provide the required foods, St. Mark will offer the child what is required by law. Please place your child's lunch in the school refrigerator. *Remember all personal items, including lunch boxes, must be marked with the child's name. Thanks!*

1% Milk (fluid, no substitutes such as yogurt)	$\frac{3}{4}$ cup
Vegetable and/or fruit (no fruit juice) 2 or more kinds	1/2 cup (total combined)
Bread or Bread Alternative	1/2 slice (1/4 cooked grain such as noodles)
Protein:	meat/fish - $\frac{1}{2}$ oz. egg - $\frac{1}{2}$ yogurt - 1 Tbsp. peanut butter - 1 Tbsp. nuts/seeds - 1/2 oz cheese - 1 $\frac{1}{2}$ oz

Lunch Notes

- In an effort to help parents monitor their child's general well being, meal notes will be sent home giving information about the child's food intake during mealtimes at school.
- To encourage healthy habits, please do not send soda to school.
- For the safety of our students no glass should be used in children's lunch boxes. We also suggest throw away utensils and napkins.
- Due to allergies and possible spread of germs, no sharing foods from lunch boxes will be allowed.
- Children will be encouraged to eat healthy foods first and treats last. Parents are asked to limit treats and sugar laden snacks.
- Remember, milk must be provided at meal times. Flavored milk is ok.
- Special requests will be handled on an individual basis, being accommodating when it is possible, without causing undue hardship to the staff.
- Fruits and vegetables must be provided at every meal.
- Please remember to mark your child's name on the outside of lunch boxes and any containers you would like sent home for reuse.
- Any food that is uneaten will be sent home unless it is unusually messy (such as an open fruit cup) or needs refrigeration (such as left over milk).

Teaching Themes and Family Events for our School

August (family event - Parent Orientation/Ice Cream Socials)

I am Special! We are glad to know you!

- Classroom rules and Routines

September (family event - Open House)

A is for Apples!

- Nutrition and Healthy Living

October (family event - Noah's Ark Trunk or Treat)

Fall Fun

- Families are forever!
- Manners
- Pumpkins

November (family event - Thanksgiving Programs/Potluck)

Thanksgiving

- The First Thanksgiving

December (family event - Advent Adventure/Christmas Program)

Advent and Christmas

- The First Christmas

January (family event - Field Trip)

- Winter Wonderland

February (family event - Sweetheart Dance)

- Love and Friendship

March (family event - Lutheran Schools Week)

- Community Helpers

April (family event - Preschool Sunday)

- Easter - Spring has Sprung!

May (family event - Mother's Day Teas / 3's Promotion / 4's Graduation)

- Summer

Early Education Primary Skills Class (for children 3 and 4 years old)

This class will be introduced to a structured setting where learning is fun and friends are fabulous! Children will learn basic school routines, expectations, and what it means to be a friend. Through colors, shapes, monthly themes and stories children will learn and enjoy the beginning concepts of pre-math skills, general knowledge and comprehension, as well as growing in social strengths. During the preschool years, children's physical growth and how they mature are important aspects of their overall development.

Arts and crafts will be part of the curriculum. These will tie into our weekly color, monthly shape, our stories and monthly themes.

Children will progress socially and academically based upon their developmental readiness. Each child is a unique individual with special gifts and talents which will be honored. Children will be supported to achieve their personal best in all areas of curriculum. All concepts will be taught in a loving, caring and safe environment. Parents are encouraged to play an active role in their child's education and your participation is appreciated.

- August:** Basic school rules/routines/making new friends, God made us special.
- September:** Shape: Circle/colors: red, yellow, blue, green. Apples, nutrition & healthy living. Intro name recognition, first letter. Beginning gross motor, fine motor strengthening activities for later writing success.
- October:** Shape: Square/colors: purple, brown, black, season changes, weather changes. Counting 0-5.
- November:** Shape: Triangle/review colors, measuring, and exploring history through learning about the early Americans. Intro beginning 2 step patterns.
- December:** Shape: Triangle/remaining letters in first names, intro writing first letter in name. Advent and Christmas crafts.
- January:** Shape: Rectangle/numbers 0-10. Complete first name letter recognition. Phonics introduction. Different sizes, shapes and ways of transportation.
- February:** Shape: Heart/Valentine crafts, Jesus is our best friend.
- March:** Shape: Oval/name review and strengthening, writing first name, all about America, my home, state and country.
- April:** Shape review, Easter crafts and spring conferences. Begin readiness for 4's program.
- May:** Shapes, names and colors review. All about butterflies.

Pre-Kindergarten Class (for children 4 and 5 years old)

Faith development and Christian Education will be woven into the entire curriculum. The children will be introduced to a more structured school setting. Their love of literature will be capitalized upon as children begin to understand early concepts of reading and phonics. The following will be introduced in a child friendly way: the letters Aa-Zz, writing each letter - upper and lower case, the letter name and sound, book making, and basic math skills including recognizing numbers 1-20, writing numbers 1-10, the value of numbers 1-10 and patterning. Crafts will also be part of the curriculum and will tie into the study of the alphabet and monthly themes as well as Bible stories. Open ended projects and activities will also be offered as children learn to make appropriate decisions for themselves. Bible Study will be a part of the daily routine.

- August:** Routines and procedures of a new class. Review of colors and shapes presented in the early skills class. Identifying and writing first and/or last name based on developmental readiness, the goal being to have each student write their name beginning with an uppercase letter followed by lowercase letters (e.g. Alex) by the end of the school year. Begin to use a correct pencil and scissor grip.
- September:** Continue to learn basic calendar concepts such as counting, patterning and days of the week. Begin introduction of phonics using the Zoo Phonics method. Focus on the letters Aa, Bb, and Cc will begin our study of the alphabet.
- October:** Letters Dd, Ee, and Ff will be introduced along with the numbers 0-5. Themes this month will include families and manners as well as fire safety, and fall fun.
- November:** Letters Gg, Hh, and Ii will be introduced along with the numbers 6-10. The children will learn about the first Thanksgiving and explore all we have to be thankful for.
- December:** J is for Jesus! The letter Jj will be introduced and review of letters and numbers present to date.
- January:** Letters Kk, Ll, Mm, and Nn will be introduced. Themes this month will include winter, twelve months of the year/birthdays, and opposites.
- February:** Letters Oo, Pp, Qq, and Rr will be introduced. Themes this month will include dental health and Valentine's Day (Arizona's Birthday).
- March:** Letters Ss and Tt will be introduced. The children will have a unit on currency. The children will begin rhyming words with Dr. Seuss and celebrate spring. We will prepare for Easter with the story of Benjamin's Box.
- April:** Letters Uu, Vv, and Ww will be introduced. Themes will include my city, state and country.
- May:** Letters Xx, Yy, and Zz will be introduced. Alphabet and letter review. Themes will include butterflies, Mother's Day and Graduation.

Bible Story Themes for all Students

Jesus blesses the children
God made the world and the plants
God made the animals and people
They fall into sin
Noah and the flood
Jacob's Dream
Samuel
David and Jonathan
Naaman is healed
Daniel and the lions
Praise the Lord
God hears our prayers
God gets ready to send the Savior
Jesus is born
Angels tell the Shepherds
Shepherds worship Jesus
Simeon and Anna
The boy Jesus at the Temple
Jesus is baptized
Jesus chooses 12 Disciples
A forgiving Father
Ten men with leprosy
Jesus feeds 5,000
Mary and Martha
Zacchaeus
The Widow's offering
Jesus washes the Disciples' feet
Easter- Benjamin's Box
The Great Commission
Jesus' Ascension
Peter and the crippled man
Philip and the Ethiopian
Paul's conversion
Jesus knows my name
Timothy

Classroom Help

Upon enrollment, parents will be asked to complete a family questionnaire and will be provided a booklet on volunteering at St. Mark

Preschool. We strongly encourage families to participate whenever possible so they can share in the education of the students.

We love our parents!

Here is just a sampling of ways to be involved in your child's school:

Parents Supporting Christian Education: PSCE is our parent committee that is formed yearly in order to assist with special events or fund raisers. The committee is a PTA type of committee and helps coordinate volunteers. It meets monthly, and we hope you will become involved. Please look for additional information at parent orientation.

Birthdays: Your child's birthday will be recognized at school. Each class develops its own birthday routine based on the individuals involved. Students may bring a birthday "gift" to school to share with the class. Books, art supplies, and educational games all make nice contributions. Bring your child's birthday gift wrapped and the birthday child can open it for the class! They may also bring in a small treat (such as a mini-bag of a peanut free treat or birthday stickers.) Please, for the good health of the students, no cakes or cupcakes; it becomes too much.

Classroom help: Teachers will want to put you to work. If you are a guest in our rooms, we will assume you are there to assist us. Attending school parties is fun for parents, and teachers welcome your help on special days. There may be other ways to volunteer in the classroom. Please discuss it with your child's teacher before you come so she can be prepared to keep you busy!

To do at home: Please let us know if you can help with arts and crafts at home, or if you are handy with wood working, etc. Many projects can be done after school or on the weekend and we welcome you to consider helping in this way.

Field trips: Please be available on Field Trip day as parents are responsible for the transportation of their own children. Other families may be available for carpooling but arrangements must be made by the parents of our students.

Special note: Parents may not discipline children other than their own. A paid staff member must supervise all volunteers.

THANK YOU PARENTS!