

2024 - 2025 Parent Handbook



ST. PETER'S LUTHERAN PRESCHOOL

"GROW IN GRACE AND KNOWLEDGE" 2 PETER 3:18

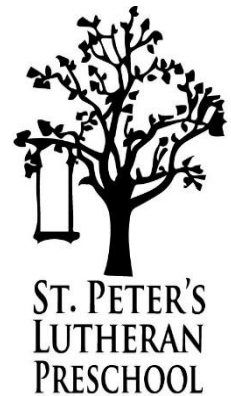
Welcome

St. Peter's Lutheran Preschool is a faith-based program that provides young children with a stimulating, nurturing environment designed to encourage the development of the whole child.

The preschool is an extension of the church's ministry to and for the children of our community and our church. We seek to provide a happy and safe Christian environment where each child will grow and develop an awareness of the world around them and God's love for them.

Our hope is to make this a very special year for you and your child! We look forward to a wonderful year together.

Charleene Childers - **Director**
704-209-1693 - **office**
704-425-5484 - **cell**
Leenechild777@yahoo.com



Time Schedule

8:20-11:20 am Monday - Friday Pre-K and 3's

8:20-11:20 am Tuesday - Thursday 2's

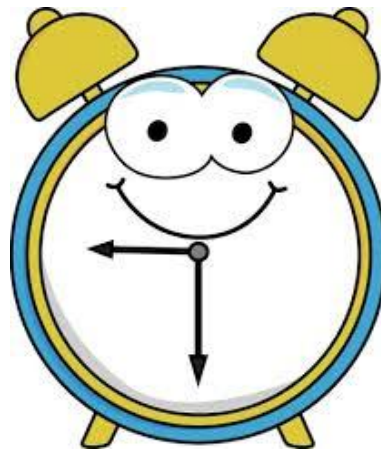
Please have your child in their appropriate class by 8:20 am each morning.

Teachers will be in their rooms and ready for students by **8:20am** each morning.

We will begin unloading vehicles at 8:20am, PLEASE have your child unbuckled and ready to get out of the car when you are in the drop-off zone.

The doors to the preschool will be locked from 8:30am to 11:20am each day.

Children must be picked up by 11:30am. **There will be a \$5 late fee for every 15 minutes that you are late.** Emergencies and circumstances happen. If you know you will be late, please contact the director.



Tuition and Fees

Registration Fee is \$75 (*non-refundable*) and is to be paid with enrollment to hold your child's place in the upcoming year.

Monthly Tuition for 3 days is \$160

Monthly Tuition for 5 days is \$210

Tuition is due at the **beginning of each month**. There will be a grace period until the **10th** of each month. After the 10th of the month a **\$20 late fee** will be added to your tuition.

A \$25 charge will be assessed on all returned checks. We accept cash, checks, credit/debit cards, money orders and offer an ACH monthly withdrawal.

To withdraw from St. Peter's Lutheran Preschool, requires **30 days written notice** to the director. **If 30 days' notice is not given, you will be required to pay an additional month's tuition.**

***PLEASE NOTE**-If tuition is paid in full at the beginning of the school year, refunds will **NOT** be given if you choose to leave during the school year.

Discipline Policy

Any behavior by a child which is disruptive, aggressive or dangerous to the safety of the child or other children will be disciplined.

- 1.) The child will be verbally re-directed by the teacher/director.
- 2.) The child will be corrected and redirected to make a better choice.
- 3.) The child will be corrected and will sit in time-out (after reasonable time, teacher will explain the wrong-doing and punishment, the child will be asked to apologize)
- 4.) The child will go to the director's office and sit in time out. (After a reasonable time out, the director will get on child's level, explain the wrongdoing, why they are being punished and encourage them to apologize to teacher and all involved)
- 5.) Biting- After three incidents of biting, parents will be called in for a meeting.

All children have bad days (we all do!) If the teacher/director sees that the behavior of the child is becoming a repeated issue, a meeting will be scheduled with the director, the child's teacher and the parents.

All discipline of children is to be kept confidential by the teachers and director.



Clothing Policy

Please dress your child in appropriate play clothes and coats or jackets when the weather permits. We will be playing on the playground whenever possible. We ask that children wear closed-toe shoes, NO sandals or flip-flops! Please leave an extra set of clothes and underwear in a Ziploc bag in your child's backpack. PLEASE label all your child's belongings (jackets, backpacks, lunch boxes, etc.)

Toilet Training

Children in diapers should arrive at school with a clean diaper. The expectation is that all students enrolled in 3's class and older are toilet trained before they begin school. We know that this is an important milestone, and each child develops at their own pace. However, if your child is enrolled in the 3's program they must be fully potty trained or nearing the end of potty training by the beginning of their school year. Toilet-training accidents will happen. Please ensure that your child has a set of clean clothes and underwear in a labeled plastic bag in your child's backpack. Please make sure that packed clothes are

seasonally appropriate. Please inform us of your child's toilet training at home so that we can be consistent with the training at preschool.

Health and Safety

Common minor injuries will be cared for by the staff, an accident report will be filled out and the parents will be notified.

In case of a serious injury, 911 will be called and then the parent, depending on the severity of the injury.

We have updated First-Aid kits and the director, as well as all our teachers, have been First-Aid/CPR & AED certified by American Red Cross. We do have a new AED machine on our campus.

A current immunization record for your child must be always on file in the director's office.

Please keep your child at home if he/she has a fever, diarrhea, a virus, vomiting or drainage with signs of infection. Your child must have symptoms **and fever free for 24 hours** before returning to school.

An **Allergy Form** must be filled out completely if your child has any type of allergy that could cause a serious reaction. This form is available in the director's office.

We will be practicing Emergency Plan Drills once a month. These include Fire Drills, Tornado Drills and Lock Down Drills (we refer to it as our “Hide and Seek” Drill with the children).

Please let your child's teacher know if he or she will be absent.

Transportation

Each parent/guardian is responsible for your child’s transportation to and from school.

If someone other than the parent is picking up your child, **YOU MUST** have an ALTERNATE TRANSPORTATION form filled out. They will also be asked to show identification when picking up your child.

We will NOT release your child to anyone who is not on your Alternate Transportation form.

In the event of an emergency, you must contact the director with specific instructions. We want to keep your child as safe as possible.



Snacks

Every child will receive a mid-morning snack and drink. Parents will be notified on their child's take-home calendar when to send in snacks and drinks. Please send a healthy snack (fruit, crackers, granola bars, etc.) Drinks need to be juice boxes or pouches. **Please DO NOT send any snacks containing nuts.**

If you send your child's snack in a bag/tote, that you would like back, PLEASE label it so we insure you receive it.

Communication Policy

For the teachers and director to have effective communication with parents, **PLEASE check your child's folder/backpack daily for any notes or letters.** If you, as the parent, need to communicate with your child's teacher or the director, please place a note in the front of your child's folder or feel free to call the preschool at 704-209-1693. All communication about a child's behavior or educational concerns are to be between the parent / legal guardian and your child's teacher and / or director ONLY.



Inclement Weather Policy

When winter/icy weather is in the forecast, please watch a local channel for closings or delays.

When Rowan-Salisbury Schools are closed due to inclement weather, St. Peter's Lutheran Preschool will also be **CLOSED**.

When Rowan-Salisbury Schools are Delayed, St. Peter's Lutheran Preschool will be **CLOSED**.



St. Peter's Lutheran Preschool closings will be sent via email/text.

St. Peter's Lutheran Church Preschool Arrival/Departure Procedures

For **Drop-off**, we ask that you enter the main parking lot and drive around the building to line up at the preschool sidewalk. Our preschool staff will be waiting there to bring your child into the building. Please stay in your car. **Pick-up** will be the same procedure except we will bring your child to your car, and you will need to fasten him or her in his or her car seat. Each student's family will be given a card with the child's name on it to display in the window. At this time, parents will only be allowed in the building in case of an emergency. See diagram below.



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Child's Name _____

I have read, understand and will follow the policies established in this handbook by St. Peter's Lutheran Preschool.

Parent/Guardian Name (PRINT)

Parent/Guardian Signature

Date