

EARLY CHILDHOOD HANDBOOK
2017-2018

 **ST. JACOBI**
LUTHERAN
CHURCH & SCHOOL



ST. JACOBI LUTHERAN PRESCHOOL

MISSION STATEMENT

Our mission is to reach out to the community with the Gospel message, by providing a caring and nurturing learning environment for young children while introducing them to their Savior. The school looks to assist parents with the spiritual, physical, intellectual, social, and emotional growth of their child.

WE BELIEVE

We exist to assist parents in teaching their children the truths of God's Word. Young children will hear how Jesus loves them. He died on the cross to take away their sins, he rose from the dead, and He now again lives in heaven. What a comfort it is for them to know that they will someday live with their Best Friend in heaven! Motivated by love for Jesus, their Savior, young children will learn the desire to speak and act only in ways that please Him. Our mission is to make all of the children enrolled in our program disciples of Jesus!

PHILOSOPHY

At St. Jacobi Lutheran Preschool, we believe that each child is a special gift from God. Each child is a unique individual and is encouraged to develop spiritually, physically, intellectually, socially, and emotionally at his/her own rate.

In a Christian atmosphere your child will experience God's love, know Jesus as their Savior, and share His love and forgiveness with others. We believe that the education of a child is a partnership between home and school. We strive to provide an environment in which the parent/guardian and the school can cooperatively enhance the child's life as a special child of God.

OBJECTIVES

- To provide a Christ-centered learning environment.
- To provide the basics of Christianity in a caring, gentle manner.
- To minister to the whole child including his/her mental, physical, emotional, social, and religious needs.
- To help the child learn to serve and love others and thank God for His many blessings.
- To provide an opportunity for the child to develop socially with other children.
- To provide meaningful play experiences that contribute to the developmental needs of the child.
- To provide an educational foundation on which future learning experiences can be based and to foster readiness for 4K and Kindergarten.
- To provide the child with opportunities to act and think for him/herself and develop a degree of independence.
- To help the child develop an interest in the world around him/her.
- To foster in the child the idea that learning can be exciting and FUN!
- To serve as a mission outreach to the community

ENROLLMENT POLICY

Our program is open to any children who have reached 3 or 4 years of age. Children who enroll in our 3K program during the school year as they turn 3 years of age will need to reenroll in 3K the following year in order to meet the September 1st age requirement for the 4K program. Children who enroll in our 4K program during the school year as they turn 4 years of age will need to reenroll in 4K the following year in order to meet the September 1st age requirement for the 4K program. All children must be completely toilet trained to be eligible for enrollment. Pull-ups or any type of toilet training clothing will not be allowed. The following points list the specifics of our enrollment policy:

1. Members of St. Jacobi and sister WELS congregations are given the first priority in enrolling their children in our preschool.
2. Parents who are not members of St. Jacobi and who do not have a church home at present, are also given an opportunity to enroll their children when openings in the program are available. These parents are encouraged to attend our regular church services and the Bible Information classes at St. Jacobi Lutheran Church in order to better understand the Gospel of Jesus Christ that is being taught in our preschool program.
3. Parents who are members of another denomination but are interested in more information about the teachings of our church and school are welcome to apply for enrollment in our preschool program. They are also encouraged to attend the Bible Information Class and church services as stated in #2 above.
4. Our preschool program should be viewed as a religious educational program that meets the mission of our congregation and school. We do not want to interfere with the teachings and education of those families who are active in other church denominations. We recognize that those congregations have called their own church workers to impart their teachings to their children. This could mean that we cannot serve such children with our preschool program.
5. All registrations will be reviewed by the principal as soon as they are received. The child will be considered enrolled unless notified otherwise by the principal. School Orientation conducted by the teacher will take place in August before the school year begins.

REGISTRATION

If you are interested in enrolling in our 3K or 4K program, please go on our website to fill out an application form. Once the application form is filled out and reviewed by the principal, there will be an e-mail sent to you to complete the enrollment process. A non-refundable \$25.00 registration fee is required at this time. This will hold your child's spot in the session you applied for.

The student immunization record card should be returned and on file by the first day of school. The school office should be notified of any changes as soon as possible.

SESSIONS AND TUITION

- 3K Preschool
 - Session 1 (Monday and Wednesday mornings 8:10-11:45 AM)
 - \$135/month (for 9 months)
 - Session 2 (Tuesday and Thursday mornings 8:10-11:45 AM)
 - \$135/month (for 9 months)

- 4K Preschool
 - Session 1 (Monday, Wednesday, and Friday mornings 8:10-11:45 AM)
 - \$175/month (for 9 months)
 - Session 2 (Monday afternoon 12:00-3:25 PM, Tuesday, and Thursday mornings 8:10-11:45 AM)
 - \$175/month (for 9 months)

- Before School Care (Before school care is available for students from 7:00-8:10 AM every day that school is in session)
 - \$3.50/hour

- Extended Care (Extended care is care that is offered for students on the days when the preschool is not in session and for after the preschool session every day. This is available for when the entire school is in session.)
 - \$4.00/hour

ARRIVAL AND DISMISSAL

Students are allowed in the classroom as early as 7:50 AM and should be picked up by 11:45 AM. Students not picked up by 11:45 will be in extended care.

BEFORE SCHOOL CARE

Our school does offer an early arrival room for children that need to arrive at school between 7:00am and 7:50am. There is an additional fee for this service of \$3.50/hour which is a prorated fee dependent on when your child would arrive.

AFTER SCHOOL CARE

We also offer an Extended Care Program for children in 3K, 4K, and Kindergarten. This program offers planned activities and supervised play from 7:50am until 5:30pm. There is an additional fee of \$4.00/hour which is a prorated fee dependent on when your child is picked up. Students in Extended Care can bring their own lunches or they can purchase lunch through our school's Hot Lunch Program.

HEALTH REQUIREMENTS

Students entering preschool must be up to date on the required immunizations. Information concerning which immunizations are required will be given to families of enrolled children. A physical and dental examination are recommended, but not required. Parents are also asked to fill out a general health questionnaire so that the school and teacher are aware of any allergies or other health concerns that might affect the child's functioning at school.

COMMUNICATION

Communication between parents and teacher is very important. Here are a variety of ways to stay informed about your classroom and our school as well:

- Parent/Student Handbook
- School Directory for teacher and family contact information
- Sign-up for School News by email
- Monthly Preschool Letter
- Email and Phone

If you have questions or concerns, and would like to set up a meeting, please contact the teacher for an appointment time rather than before or at the end of the school day.

CURRICULUM

Our Early Childhood Program focuses on teaching each child that Jesus is our Savior. Every day a Bible story is taught and applied to the child's life. Our curriculum allows us to give your child a wide range of multi-sensory experiences. Children learn through discovery, experimenting, song, activities, and listening. We will take time each day to create, move, sing, observe, read, and play.

Social Skills:

- Showing love and respect for others
- Manners
- Socialization skills with peers
- Taking turns
- Knows first and last name,, address, and phone number
- Fine motor skills such as cutting, gluing, begin writing name
- Gross motor skills, such as jumping, hopping, etc.

Academic Skills:

- Numbers: by sight and beginning of number sense
- Letter recognition - Happily Ever After reading readiness program
- Calendar awareness

- “ Introduction to singing and memorization of songs
- “ Begin building an awareness of colors and shapes
- “ Science skills, such as the weather, seasons, etc.

CONDUCT AND DISCIPLINE

Jesus, our Lord and Savior, says, “If you love Me, keep My commandments.” This means that in a Christian school, out of love for the Savior, we will work together with parents, to teach children to follow parents’ guidelines and the rules of the school. Children will be expected to show respect to authority and to treat each other with love and respect. When discipline is necessary, we aim to design corrective measures in such a way that the students’ feelings about right and wrong are developed and guided by the Word of God and love for their Savior. It is our desire and prayer that through proper direction and guidance, your child may more fully live his/her faith and apply the Biblical doctrines in his/her lifestyle.

PROGRESS REPORTS

Reports/assessments will be given to parents twice during the school year. A general written “report card” will be given to parents at the end of the first quarter. A Parent/Teacher Consultation will be held two times a year as well. These reports/assessments are intended to do nothing more than to help parents understand their child’s progress and development.

DRESS

Because of the physical indoor and outdoor activities and play, children should be dressed in neat, comfortable, washable clothing. Sweat pants and sweat suits are permitted at this level. Shorts may be worn in the fall and spring at times determined by the principal. Shoes with rubber, non-marking soles are required and flip-flops are prohibited. It is especially important that children wear clothing that they can manipulate by themselves when they need to use the bathroom. During the cool and cold months, children should wear footwear and outerwear appropriate for the weather.

SNACK TIME

Each preschool day the children will have a snack time. Each child will be asked to bring his/her own snack. Milk for snack time can be purchased at a government subsidized rate. Both white and chocolate milk are available.

PARENT VOLUNTEERS

Volunteers may be requested to assist as opportunities arise. Assistance for art projects or parties may be needed in the classroom. Volunteer drivers and/or chaperones may be needed for field trips.

SUPPLIES

Parents are required to provide school supplies for their child. A required supply list will be provided for parents.

FACULTY & STAFF LIST

ADMINISTRATION

Pastor Timothy Spaude	<i>Pastor</i>
Pastor Richard Waldschmidt	<i>Pastor</i>
Pastor Paul Eckert	<i>Pastor</i>
Mr. Brian Mensching	<i>Principal</i>

FACULTY AND STAFF

Principal Brian Mensching	<i>8th Grade Religion and Math</i>
Mrs. Christine Spaude	<i>Special Education Teacher</i>
Mr. Wade Witzlsteiner	<i>8th Grade/5-8 Departmentalized</i>
Mr. Micah Walz	<i>7th Grade/5-8 Departmentalized/Athletic Director</i>
Mr. Paul Frisque	<i>6th Grade/5-8 Departmentalized/Music Director</i>
Mr. Alex Moore	<i>5th Grade/5-8 Departmentalized/Technology Director</i>
Mrs. Sandy Johnson	<i>4th Grade</i>
Mrs. Ann Kremer	<i>3rd Grade.</i>
Mrs. Heather Moore	<i>2nd Grade</i>
Mrs. Erin Mensching	<i>1st Grade</i>
Mrs. Kari Falck	<i>Kindergarten</i>
Mrs. LaRae Fromm	<i>Preschool, 4-year-olds/Extended Care</i>
Mrs. Marilyn Boye	<i>Preschool, 3-year-olds</i>
Mrs. Colleen Zemke	<i>Before and After School Care</i>
Mrs. Dannie Lampe	<i>Kindergarten and 1st Grade Teacher Assistant (Afternoon)</i>
Mrs. Lisa Terek	<i>4K Preschool Teacher Assistant</i>
Mrs. Vanessa Brosseau	<i>1st Grade Teacher Assistant (Morning)</i>
Mrs. Victoria Brandenburg	<i>Administrative Assistant</i>
Mrs. Darlene Brosseau	<i>Church Secretary</i>
Mrs. Judith Eckert	<i>School Records and Files</i>
Mrs. Michelle Eiche	<i>Piano</i>
Mr. and Mrs. Jon Priebe	<i>Library</i>
Mrs. Christie Larscheidt	<i>After School Art Program</i>

