

EARLY CHILDHOOD HANDBOOK

2019-2020

 **ST. JACOBI**
LUTHERAN
CHURCH & SCHOOL



PARENT HANDBOOK:

ST. JACOBI LUTHERAN PRESCHOOL

MISSION STATEMENT

The mission of St. Jacobi is to assist parents of our congregation and the community in the training and instruction of their children. St. Jacobi Lutheran Preschool accomplishes this mission by:

- Feeding with God's saving word
- Training for the World
- Living for Jesus

PHILOSOPHY AND BIBLE FOUNDATION

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.

The children will be given opportunities to explore, problem solve, participate, and experience success. The activities will be developmentally appropriate and structured so that the children have ample opportunity to interact socially in groups and through individual play. Our preschool is an educational arm of St. Jacobi Lutheran Church. St. Jacobi Lutheran is founded on these eternal truths as revealed in God's errorless Word, the Holy Gospel:

1. There is only one true God: Father, Son, and Holy Spirit.
2. God created all things and created man as the crown of that creation.
3. Man's fall into sin has corrupted the entire human race, creating the need for a savior.
4. God, in His grace and mercy, sent His very own Son, Jesus Christ to suffer and die, to pay for the sins of all people.
5. All who, by the work of the Holy Spirit, believe that Jesus is their Savior receives forgiveness of sins, eternal life and salvation.
6. Christians will strive to show their love to God by using their gifts and talents to help spread the Word of God.

OUR GOALS AND OBJECTIVES

Although parents have been given the primary responsibility for the training of their children, we are in a willing partnership with parents to assist them in their God given directive to train their children in the knowledge and instruction of the Lord. Students will be encouraged by their teachers to grow spiritually, emotionally, physically, cognitively and socially.

This will be carried out with the following 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!

ENROLLMENT POLICY

Our program is open to any child who has reached 3 or 4 years of age (and who are independent in the bathroom) by September 1st of the current year. See below for the definition of independent in the bathroom.

1. The following list explains the priority of registrants in our preschool program:
 - 1st priority: Members of St. Jacobi
 - 2nd priority: Returning students who are members of other WELS congregations.
 - 3rd priority: Unchurched community members
 - 4th priority: Community members who have a church (non-WELS) home
2. Beginning the end of January, there are times set aside for registration. If someone misses the appropriate registration time and enrolls late, they may not be guaranteed a spot in our preschool program. Enroll early as spots tend to fill up fast.
3. All parents are encouraged to attend our regular church services and Bible classes at St. Jacobi Lutheran Church. Bible Information classes are available for parents who would like to better understand the Gospel of Jesus Christ that is being taught in our preschool program.

REGISTRATION

If you are interested in enrolling in our 3K or 4K program, please go on our website (www.stjacobi.org) to fill out an application form. Once the application form is filled out and reviewed by the principal, an email will be sent to you to complete the enrollment process. A non-refundable \$50.00 registration fee is required at this time. This will hold your child's spot in the session you applied for.

The student immunization record should be updated on TADS and on file before the first day of school. The school office should be notified of any changes as soon as possible.

SESSIONS AND FEES

- 3K Preschool (Half Day Hours are 8:10-11:45; Full Day Hours are 8:10-3:15)
 - 3 Half Days (Pick Monday, Tuesday, Wednesday, Thursday, or Friday)
 - \$1,600/year
 - 3 Full Days (Pick Monday, Tuesday, Wednesday, Thursday, or Friday)
 - \$3,250/year
 - 4 Half Days (Pick Monday, Tuesday, Wednesday, Thursday, or Friday)
 - \$2,150/year
 - 4 Full Days (Pick Monday, Tuesday, Wednesday, Thursday, or Friday)
 - \$4,300/year
 - 5 Half Days (Monday through Friday)
 - \$2,700/year
 - 5 Full Days (Monday through Friday)
 - \$5,550/year

- 4K Preschool (Half Day Hours are 8:10-11:45; Full Day Hours are 8:10-3:15)
 - 3 Half Days (Pick Monday, Tuesday, Wednesday, Thursday, or Friday)
 - \$1,600/year
 - 3 Full Days (Pick Monday, Tuesday, Wednesday, Thursday, or Friday)
 - \$3,250/year
 - 4 Half Days (Pick Monday, Tuesday, Wednesday, Thursday, or Friday)
 - \$2,150/year
 - 4 Full Days (Pick Monday, Tuesday, Wednesday, Thursday, or Friday)
 - \$4,300/year
 - 5 Half Days (Monday through Friday)
 - \$2,700/year
 - 5 Full Days (Monday through Friday)
 - \$5,550/year

EXTENDED CARE

St. Jacobi offers an early care room for children that need to arrive at school between 7:00am and 7:50am. We also offer an after school room for children that need to stay after regular school hours from 3:15-5:30pm.

- Extended Care (Extended care is available from 7:00-7:50 AM and from 3:15-5:30 PM.)
 - \$4.00/hour

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.

BATHROOM REQUIREMENTS

All students enrolled in our Early Childhood program must be independent in the bathroom. A child is considered independent in the bathroom when he or she can do all of these steps unassisted in the bathroom by themselves:

- * know when he/she needs to go to the bathroom
- * get to the bathroom on his/her own
- * pull down their underwear and pants
- * get on the toilet by themselves
- * wipe themselves, including when they go #2
- * put the toilet paper in the toilet
- * flush the toilet
- * pull up their underwear and pants
- * turn on the water, get soap, wash their hands, turn off the water
- * get a paper towel, dry their hands
- * throw paper towel away

If a student consistently has more than one accident per week, he/she is not considered toilet trained. A meeting with the principal, director and child's parent will be called to discuss further action.

COMMUNICATION

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

- Parent/Student Handbook
- Sign-up for School News by email
- Weekly or 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 primary goal at St. Jacobi is to assist parents in training their children in the knowledge and instruction of the Lord. Therefore, daily Bible stories are taught and applied to the student's lives. The High Scope curriculum allows your child to have 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.

Spiritual Growth:

- Recognizing sin and the Lord's forgiveness.
- Knowing that our Lord loves and protects us.
- Believing and trusting in Jesus as our Savior.
- Learning that Christ's love should motivate living as the Lord expects.
- Learning to show Christ's love through prayer and daily living.
- Realize that the good news of Jesus is a message to be shared.

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 and gluing//prewriting skills
- .. Gross motor skills, such as jumping, hopping, etc.

Academic Skills:

- .. Numbers: by sight and beginning of number sense
- .. Letter recognition
- .. 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.

Daily Routine Components:

- Planning Time
- Work Time
- Recall Time
- Small-group Time
- Large-group Time
- Outside Time
- Transition Times

- Eating and resting Times
- Adult team planning time

HALF DAY AND FULL DAY SCHEDULE

St. Jacobi offers a half day or full day option for Preschool/Kindergarten. The half day session begins at 8:10 am and ends at 11:45 am. The full day session begins at 8:10 am and ends at 3:15 pm.

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 3-4 times during the school year. A Parent/Teacher Consultation will be held two times a year as well. The reports/assessments are intended 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(through Sept. 30th) and spring(Starting May 1st). There may be exceptions depending on the weather. You will notified of any changes or exceptions. 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

Snack time is part of the daily preschool schedule. 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. If milk is ordered for lunch as well, it is an extra charge. Parents will be notified if there are any foods that should not be sent for snack due to allergies.

PARENT VOLUNTEERS

Volunteers may be requested to assist as opportunities arise. Assistance for art projects or parties may be

needed in the classroom. Volunteer chaperones may be needed for field trips.

SUPPLIES

Parents are required to provide school supplies for their child. A 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. Joshua Walker	<i>Principal</i>

FACULTY AND STAFF

Principal Joshua Walker
Mrs. Christine Spaude
Mr. Wade Witzlsteiner
Mr. Jeffrey Roloff
Mr. Paul Frisque
Mr. Alex Moore
Mrs. Sarah Roloff
Mrs. Ann Kremer
Mrs. Heather Moore
Mrs. Jaime Drewitz
Mrs. Kari Falck
Mrs. Susan Saatkamp
Mrs. LaRae Fromm
Mrs. Marilyn Boye
Mrs. Nora Rayeske
Mrs. Dannie Lampe
Mrs. Lisa Terek
Mrs. Vanessa Brosseau
Ms. Debi Koeller
Mrs. Victoria Brandenburg
Mrs. Darlene Brosseau
Mrs. Judith Eckert
Mrs. Michelle Eiche
Mr. Carl Nolte
Mrs. Sandy Johnson

*8th Grade Religion and Math
Resource Teacher
8th Grade/5-8 Departmentalized
7th Grade/5-8 Departmentalized/Athletic Director
6th Grade/5-8 Departmentalized/Music Director
5th Grade/5-8 Departmentalized/Technology Director
4th Grade
3rd Grade.
2nd Grade
1st Grade
Morning Kindergarten/Preschool Director
Afternoon Kindergarten Teacher
Preschool, 4-year-olds/Extended Care
Preschool, 3-year-olds
Before/After School Care
1st and 2nd Grade Teacher Assistant
Kindergarten Teacher Assistant
K4 Teacher Assistant
K3 Teacher Assistant
Administrative Assistant
Church Secretary
School Records and Files
Piano
Piano
Library*

