

**St. John's Lutheran Preschool**

**1260 Webster St.**

**Tecumseh, NE 68450**

**402-335-3816**



**Welcome To**



**Preschool**

**Preschool Handbook**

**2020-2021**



**ST. JOHN'S LUTHERAN PRESCHOOL**  
**1260 Webster St.**  
**Tecumseh, NE 68450**

**Contact Information**

Church and Preschool Office..... (402) 335-3816  
Preschool email.....stjohnspreschool1419@gmail.com  
Rachel Walters, Teacher.....(402) 921-8980 (C)

**Preschool Committee**

Sheila Borchert..... (402) 750-5927  
Amy Borrenpohl ..... (402) 335-0111  
Deb Brinkman.....(402) 335-8322

**Mission Statement**

St. John's Lutheran Preschool is a place where children are encouraged to develop their own unique, individual potentials and talents in a Christian setting. It is our goal to help them develop a feeling of self-confidence in an environment where they have the freedom to be curious, to be creative, to experiment, to touch and to learn.

St. John's Lutheran Preschool is operated under the auspices of St. John's Evangelical Lutheran Church, Tecumseh, Nebraska. The program is administered through the Preschool Committee, under the direction of the Board of Education.

# St. John's Lutheran Preschool Goals

The purpose of St. John's Lutheran Preschool is to offer a Christian environment where each child can grow socially, intellectually, creatively, physically and spiritually. The preschool will provide activities to build a strong foundation for future learning experiences.

**Social Goal:** Children will grow in independence, self expression, self control and confidence.

**Language and Literacy Goal:** Children will increase their vocabulary and language skills, grow in their understanding of phonological awareness, letters, words and print, exhibit an appreciation for books and demonstrate comprehension skills.

**Math Goal:** Children will grow in their understanding of relationships, numbers, patterns, geometry, spatial sense and measurement.

**Science Goal:** Children will learn about the physical properties of objects, enhance their understanding of living things and develop respect for their natural surroundings.

**Creative Arts Goal:** Children will engage in activities which foster creative and individual expression, self esteem and imagination.

**Physical Development Goal:** Children will grow in gross and fine motor coordination, eye-hand coordination and eye-foot coordination.

**Spiritual Goal:** Children will grow in their love, faith and knowledge of our Lord and Savior, Jesus Christ and develop values which are part of Christian behavior and beliefs.



## Enrollment

Admission is open to any fully potty-trained child who is **three-years-old on or before August 1<sup>st</sup>** of each year. Such children are to be eligible for kindergarten within the next two years.

St. John's Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and other school administered programs.

The following order has been adopted for admission into St. John's Lutheran Preschool:

1. Children previously in the program
2. Children of St. John's Evangelical Lutheran Church
3. Children on the waiting list

Registration for the coming term will begin in **March**. Those children previously enrolled in the program and those who are members of St. John's Lutheran Church have priority until **May 1<sup>st</sup>** of the current year to enroll. After that date admission is equally open to all that apply until **July 1<sup>st</sup>** or until sessions are filled.

## License

St. John's Lutheran Preschool is licensed by the State of Nebraska Department of Health and Human Services. At no time will the preschool exceed its licensed capacity.



# Tuition

An annual non-refundable \$30.00 materials and registration fee is due upon notification of acceptance.

**Tuition is due by the 5<sup>th</sup> of each month.** A tuition envelope is provided for your convenience. Checks should be made payable to **St. John's Lutheran Preschool** and may be brought in the tuition envelope to the Preschool.

If tuition has not been received by the **15<sup>th</sup>**, it will be reviewed with the family. If tuition is not paid by the **30<sup>th</sup>** of the month, enrollment will be terminated until further notice. Children cannot register for the following year if tuition is in arrears.

**The first tuition payment is due the week of September 5<sup>th</sup>.** Since August and May are 1/2 months, the two months are combined and tuition is due in May. **Individuals whose checks are returned due to insufficient funds will be charged a \$15.00 processing fee.**

## Session

5 days per week  
3 days per week  
2 days per week

## Monthly Tuition

\$ 130.00  
\$ 100.00  
\$ 80.00

No refund should be expected for incidental absences. In the event of prolonged illness of three weeks or longer, the charge will be pro-rated, but not less than half tuition. When enrolling in mid-year, the registration fee will be 1/2 and May tuition will be 1/2.



## **School Hours**

St. John's Lutheran Preschool offers a five, three, and two day program for three thru five year olds. The three day program operates on Monday, Wednesday, and Friday from 8:30-11:30 a.m. The two day program runs on Tuesday and Thursday from 8:30-11:30 a.m. Please do not bring your child to preschool before 8:00 a.m. Please be at preschool by 11:30 a.m. to pick up your child. If someone other than the parent or regular driver will be picking the child up, please notify the teacher ahead of time either verbally or with a written note.

## **School Cancellations**

In the event of bad weather, if there is no public school, there will be no preschool. If public school begins one hour late, preschool will start at 9:00 a.m. If the public school begins two hours late, there will be no preschool. The preschool calendar allows five missed snow days for the five day class, three missed snow days for the three day class, and two missed snow days for the two day class. These days will not be made up. If the number of missed days exceeds 5/3/2, the schedule will be altered.

## **School Insurance**

Children attending preschool are covered by insurance while at school.

## **Attendance**

All children are expected to attend regularly. It is assumed when you register your child that it will be for the full year unless an unexpected emergency occurs such as illness or a move from the community. If there is a move to be made, please notify the teacher at least two weeks before the child is taken out of preschool.



## **Sickness**

If your child has a persistent cold, high fever, or any communicable condition, such as influenza, COVID-19, diarrhea, ring worm, impetigo, head lice, pink eye, or scabies, please keep him/her at home. **Please notify Mrs. Walters on her cell phone before 8:30 a.m. if your child will not be present that day. Please leave a message on her voicemail if she can't be reached.** If a child becomes ill during the course of the day, the parents will be contacted to come and pick up the sick child. Parents of all enrolled children will be notified on the same day Preschool is informed of a communicable illness by a text message or phone call.

## **Disaster Preparedness Plan**

In the event of an emergency situation and the children cannot stay at the childcare premises, the children will be taken to the parsonage. The children will remain at this location while parents or their emergency contact is notified of the situation. If the emergency affects the whole neighborhood and the children cannot remain in the area, they will be transported to Johnson County Central School. Every effort will be made to contact parents or the alternate emergency contact as soon as the children are safe. Children will only be released to you or your alternate contact. The Preschool staff will remain with and care for your child during an emergency to ensure your child's safety.

## **Emergency Phone Calls**

Emergency calls may be made to the church and preschool office at **402-335-3816**. The phone numbers of preschool staff are listed in the front of this handbook, should you need to call them at home.



## Visiting School

Visitors are always welcome at St. John's Lutheran Preschool. Parents are invited to visit any time. All visitors should please notify the teacher in advance.

## Snacks

St. John's Preschool will provide snacks. If you would like to send a special snack for the whole class on your child's birthday, please let me know in advance.

## Transportation



If children are taken from the facility we will use the Handi-bus or parents may transport their children. Parents will be informed and asked to sign a permission statement when leaving the facility.

## Clothing

Choose casual, washable clothing that the child can easily slide up and down when going to the bathroom. Please send a clean change of clothes (including underwear and socks) in a gallon sized zip-lock bag, to be kept at school. **Children should wear closed-toed shoes for safety reasons.** NO flip-flops please. Dress your child for the weather, as we will be going outside whenever possible.

# Preparing Your Child

At first, most children need help adjusting to the new situation of preschool. Parents may help by talking about preschool, explaining the activities, and briefly telling the child about the daily schedule in the back of this handbook. Parents should expect the child to take some time to adjust and realize that it is not unusual for a child to cry when his/her parent first leaves, but then stops once the parent is out of sight. **A firm, quick good-bye at the door usually helps the child adjust more quickly.**

## Discipline

Discipline in St. John Lutheran Preschool Program is meant for welfare and growth of all those who attend. Discipline is an extension of the home into the school. When discipline is not consistent in the home, it will be seen in the child's behavior at school. So, it is imperative that both the parents and school are in agreement about discipline. As our Lord and Savior Jesus has won the forgiveness of sins on the cross and gives us new life in Baptism, we seek to exhibit a life that is reflective of that gift of salvation. Do we do these things perfectly, absolutely not. That is why we need the grace and forgiveness that Christ gives. It is grace and forgiveness that we seek to reflect in our relationship between students, teachers and parents.

St. John's Lutheran Preschool uses a problem-solving approach to deal with inappropriate behavior and social conflict. When a situation arises, an adult acknowledges each child's feelings, gather information, and restates the problem. Then the adult asks the children for possible solutions to try. Once a solution is agreed upon and follow-up support is provided when necessary.

In the event when there are a significant number of behavioral incidents that happen throughout the school year, the school will ask for a meeting with the parents to determine the next steps. If a cumulative number of significant behavioral incidents continues, it may lead to a suspension for a time to be determined by the St. John's Board of Education.

In the event of physical behavior (i.e. bullying, hitting etc) your child will be suspended for the remainder of the day and a meeting will be scheduled to discuss the child's actions.

Every child is a gift of God and we are honored to be teaching your child but you are the one giving the charge by God to raise them. It is the desire of St. John's Lutheran Preschool to assist in any way we can to work with the parents in the education of their children.

## **School Supplies**

A **backpack at least 11" X 18"** should be carried to and from preschool **EVERY** day. Please mark the child's name clearly on it.

- One container of antibacterial/Clorox wipes
- One box of Kleenex
- Two rolls of paper towels.
- Requested "show-and-tell" items listed in a weekly newsletter.
- One extra change of clothes (including socks and underwear) in a gallon-sized zip bag. Please mark the child's name on it.

Other than requested items, we ask that toys from home **not** be brought to preschool. If your child has a strong emotional attachment to a certain object, please discuss this with the teacher ahead of time.



# Preschool schedule

**(may be changed)**

<b>8:00 – 8:30</b>	<b>Arrival &amp; Morning Table Time</b>
<b>8:30 – 8:45</b>	<b>Calendar</b>
<b>8:45 – 9:00</b>	<b>Music &amp; Movement</b>
<b>9:00 – 9:20</b>	<b>Circle Time</b>
<b>9:00</b>	<b>Chapel (Wednesdays)</b>
<b>9:20 – 9:40</b>	<b>Snack Time</b>
<b>9:40 – 10:00</b>	<b>Center Time</b>
<b>10:00 – 10:30</b>	<b>Small Group Time</b>
<b>10:30– 11:00</b>	<b>Large Motor Time</b>
<b>11:00 – 11:25</b>	<b>Jesus Time / Social Skills/Journals</b>
<b>11:25 – 11:30</b>	<b>Dismissal</b>



# Preschool calendar

## 2020-2021

August 5 <sup>th</sup> .....	First Day of Class
August 14 <sup>th</sup> .....	Teacher Workday – No School
September 7 <sup>th</sup> .....	Labor Day – No School
September 16 .....	No School
October 9 <sup>th</sup> .....	Teacher Workday - No School
November 25 <sup>th</sup> – 27 <sup>th</sup> .....	Thanksgiving Break—No School
December 21 <sup>st</sup> – 31 <sup>st</sup> .....	Christmas Break—No School
January 1 <sup>st</sup> – 4 <sup>th</sup> .....	Winter Break – No School
January 5 <sup>th</sup> .....	Preschool Resumes
February 11 <sup>th</sup> – 12 <sup>th</sup> .....	Teacher Workday - No School
March 11 <sup>th</sup> & 12 <sup>th</sup> .....	Teacher Workday – No School
April 2 <sup>nd</sup> – 5 <sup>th</sup> .....	Easter Break – No School
May 13 <sup>th</sup> .....	Graduation & Year End Program
May 14 <sup>th</sup> .....	Last Day of Preschool/Park Field Trip

\*\* Notice: Extra days off may occur at JCC discretion.



Matthew 19:14