



# St Peter Immanuel Lutheran Preschool

## Welcome!

We are excited that you are considering SPI for your child's Pre-K education. These years are developmentally important for your child. We are excited and humbled to have the opportunity to help your child grow and learn. Thank you for considering our program. If you have any questions you may contact Mrs. Irwin or Mr. Becker!

## Contact Information:

School: 260-623-6115

Mrs. Irwin: [lrwin@spilutheran.org](mailto:lrwin@spilutheran.org)

Principal: [principal@spilutheran.org](mailto:principal@spilutheran.org)

## Our Teacher

My name is Lindsey Irwin. I have lived in Decatur most of my life and now reside in the small town of Preble. I attended Belmont High School. Then I went on to attend college where I received my Degree in Early Childhood Development. I have worked in the early childhood field for almost 20 years, and I attend many conferences to keep current on new ideas. I married Nick Irwin in 2008. We are members at Zion Lutheran Church. Nick and I are blessed with three children, Addilyn, Molly, and Bentley. Things I enjoy are spending time with my family, camping, and watching IU basketball! My goals are always to create a loving, kind, and safe environment where the children will be able to learn and praise God!

## Preschool Handbook -

### What you will find inside

- Philosophy of Preschool/ Our Mission
- Preschool Guidelines
- The School Day
- Tuition Rate
- Before and After Care
- Discipline and Open door Policy
- Illness Policy

## Philosophy of Preschool

### Mission

Our mission is to provide young children with a developmentally appropriate program promoting academics, physical, social, emotional, and spiritual growth through play.

Why play? Young children learn and develop their understanding of the world through play. Children learn and develop a multitude of skills through play in areas of:

- \*Literacy and language development
- \*Mathematical, logical, and scientific thinking
- \*Music
- \*Art
- \*Social and emotional relationships
- \*Spiritual growth
- \*Fine and Gross motor skills



The Curriculum is designed to provide developmentally appropriate activities in which young children learn. The curriculum will be based on the child's interest and their ability level. We believe with the appropriate learning environment children are able to be successful and build independence skills they will need when moving on to kindergarten. Your child will also learn to put Jesus Christ's command to love one another in action. Through play, the children will build relationships experiencing God's love from their teacher and through their classmates. Our goal is to create a loving, kind, safe environment where the children will be able to be all that God has made them to be as his children.

SPI staff will work together, with parents as our partners, to provide young children with a positive school environment. Our goal for all children attending SPI preschool is to foster and develop a love of learning, an awareness and knowledge of the world God created, and to help them to make decisions about their relationship with God while praising and learning about him!

*"You are young, but don't let any person treat you like you are not important. Be an example to show the believers how they should live. Show them with the things you say, with the way you live, with your love, with your faith, and with your pure life." 1 Timothy 4:12*

## Preschool Guidelines

1. All Pre-K 3 students must be at least 3 by August 1<sup>st</sup> of the year of enrollment. Pre-k 4 students must be at least 4 by August 1<sup>st</sup> of the year of enrollment. (open enrollment in January)
2. All Pre-k students must be potty trained (i.e. out of diapers, training pants, and/or pull ups) and wearing regular undergarments. Clothing will be on hand for occasional accidents.
3. Pre-k classes will follow the school calendar, including cancelations, vacations, delays, etc.
4. Pre-k students and families agree to follow the rules and regulations of the school handbook.
5. The pre-k curriculum will be developed by the Pre-K teacher based upon proven strategies and utilizing standards and developmentally appropriate means of instructions.

### 3 Year-old Program

- Academically and developmentally based
- Meets Tuesday and Thursday 8-11
- Begins in August
- Assessments Sent home in the Fall/Spring
- Aftercare until 2:30pm
- Additional days can be added



### 4 Year-old Program

- Academically and developmentally based
- Meets Monday, Wednesday, and Friday from 8-11
- Before and after school care is available
- Begins in August
- Also open to 5 years olds not quite ready for Kindergarten
- Assessments sent home in the Fall/Spring
- Additional days can be added



## The School Day

The parents may pull up to the front door and drop off their child. If a parent wishes to walk their child into the classroom, please park in the parking lot and walk with your child. The front drive is for drop off only.

The school day will be built around a thematic unit. Children will learn concepts of math, science, language arts, social studies, and reading within these units. Additionally, play is a vital part to learning at this age. Role playing teaches children the important social interactions and reinforces social norms. Active play stimulates thinking while promoting fine and gross motor skills. Most importantly, our curriculum will be grounded in scripture. Lessons that familiarize the children with the Bible will be taught daily.

If you are picking your child up at 11am, please pull up to the main entrance (canopy) and we will dismiss from there under the canopy. I will dismiss them as a group.

If your child is staying for aftercare, you will need to inform the teacher in person, by note, or by calling the school.

### Preschool daily Schedule

<b>7:45-8</b> Arrival	<b>9:40</b> Snack time
<b>8:00</b> Chapel	<b>9:55</b> Large group on carpet
<b>8:15</b> Circle Time	<b>10:05</b> Small Group
<b>8:30-9:30</b> Free play	<b>10:25</b> Religion
<b>9:30</b> Clean up/bathroom break	<b>10:40</b> Playground/gym
	<b>10:55</b> Dismissal

**2Hr delay** : If there is a 2 Hr delay. Preschool will meet from 10am to 1pm

Before care starts at 9am

Bring a packed lunch



## Tuition

### Tuition Rates:

Preschool 3 yr old –Core Tues/Thurs. 8-11am	\$1,550
3 days	\$1,800
4 days	\$2,050
5 days	\$2,300

Preschool 4 yr old -Core Mon/Wed/Fri 8-11am	\$1,800
4 days	\$2,050
5 days	\$2,300

Enrollment Fee - \$20.00

The core preschool 3 year old program will meet Tuesday and Thursday from 8 am to 11 am.

The core preschool 4 year old program will meet Monday, Wednesday, and Friday from 8 am to 11 am.

You will need to meet the birthday requirement of August 1<sup>st</sup> to enroll in the age appropriate class

We are able to help accommodate your family by allowing you to add more days to your child's schedule. Families may choose 1 to 3 additional days per week.

If your child will be coming additional days you will need to have your contracted days scheduled with the school secretary. If you will be needing aftercare, those hours can vary each week.

Your child will not miss out on any opportunities by not attending additional days beyond the core program. Your child will participate in learning activities which will supplement the core program. It is very important to us to help families that might be looking for additional care for the child outside of the core preschool schedule.

## Before and After School

### Before school care:

1. Before school care will begin at 7 am.
2. Since breakfast is not provided, parents are encouraged to feed their child breakfast prior to drop off.
3. Students are expected to be fully dressed and prepared for the school day when they arrive.
4. Students are not permitted to go to their classrooms while in before or after care.
5. If your child arrives before 7:45, they need to meet in the before care classroom.
6. Before care ends at 7:45.

### After school care:

1. After school care begins at 11:00 for pre-k students.
2. Your child will need to pack their lunch.
3. Pick up time is 2:35 pm- in the carline outside of the gym doors.

### Billing:

1. Before care is billed from 7-7:45.
2. After school care is billed between 11:00-2:35 pm
3. The cost is \$4.00 an hour or \$1.00 every 15 minutes.
4. Billing will occur by the quarter hour.



### Preschool after care

Mondays: 11:00-2:35  
Tuesdays: 11:00-2:35  
Wednesdays: 11:00-2:00  
Thursdays: 11:00-2:35  
Friday: 11:00-2:35

## **Discipline Policy**

At St Peter Immanuel Lutheran preschool, it is very important that we implement a positive and safe environment for all children. Our goal is to teach our children to respect, communicate with, and forgive those in our classroom. Our disciplinary plan is made up of a few effective techniques. Each child is a unique creation of God. Personalized plans of action may look different in each circumstance.

Effective Techniques applied to all children include:

- Reinforcement of appropriate behavior
- Modeling of appropriate behavior techniques
- Redirection of child to another activity
- Choosing to go to the “be myself area” with appropriate quiet items to engage with
- Teaching the child to solve his or her own problems using social stories and dialogue to deal with frustration
- Love and Logic: Providing choices
  - Love: allowing the child to grow through their mistakes
  - Logic: allows the child to live through the consequences of their choice.

In the unlikely event that a child engages in behavior that is unacceptable, the situation will be presented to the Administrator and the school board which will determine appropriate action for that specific case.

## **Open Door Policy**

Our preschool program maintains an open door policy. Not only are parents welcome, but they are encouraged to come visit and volunteer in the classroom. Parents can volunteer to help on field trips, cutting and preparing items for class, sharing skills or information, and reading to the students. The teacher will always remain responsible for the children’s health and safety. Parents are also granted access even without prior knowledge of their visit.

## Illness policy

SPI aims to promote a healthy environment at all times and to do this parents are asked to keep their children at home if they have any illness, and to inform our school as to the nature of the infection so that we can make careful observations and alert families of an illness trend.

If a child becomes ill at preschool the child, when possible, will be removed from the classroom. Parents will be notified immediately and asked to come for their child.

Your child should not attend if they have had a **fever and/or vomiting within the last 24hrs.**

Contagious diseases such as strep throat and pink eye need to be treated for 24hrs before the child returns.

Illness such as rashes, lice, and infections may require a doctor's release note before your child will be able to return back to school.

If your child requires medicine during the school day, forms need to be completed and/or a doctor's note needs to be turned in to the school office along with the child's medicine.

These guidelines are to insure the health and safety of all students and staff!

