ST. PETER–IMMANUEL
LUTHERAN SCHOOL

Preschool Handbook

Mrs. Lindsey Irwin

Welcome to SPI Preschool

Welcome!

We are excited that you are considering SPI for your child's PreK 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. Reynolds.

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 Bellmont High School and went on to attend college where I received my degree in Early Childhood Development. I have worked in the early childhood field for over 20 years, and I have attended many conferences to keep current on new ideas. I married Nick Irwin in 2008, and we are members at Zion Lutheran Church. Nick and I are blessed with three children- Addilyn, Molly, Bentley, and a dog named Biscuit. I enjoy 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.

Mrs. Lindsey Irwin

Preschool Director/Teacher

Email: lirwin@spilutheran.org

School Phone: 260-623-6115

Our 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 approriate 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 our 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!

Preschool Guidelines

1. All PreK 3 students must be at least 3 years of age by August 1st of the year of enrollment. PreK 4 students must be at least 4 years of age by August 1st of the year of enrollment. (We do offer open enrollment in January.)
2. All PreK students must be potty trained (out of diapers, training pants, and/or pull ups) and wearing regular undergarments. Clothing will be on hand for occasional accidents.
3. PreK classes will follow the school calendar including cancellations, vacations, delays, etc.
4. PreK students and families agree to follow the rules and regulations of the school handbook.
5. The PreK Curriculum will be developed by the PreK teacher based upon proven strategies and utilizing standards and developmentally appropriate means of instructions.

Class Categories & Age Groups

PreK 3 Class

3 - 4 years old

- Academically and developmentally based
- Meets Tuesday and Thursday 8-11am
- Begins in August
- Assessments sent home in Fall and Spring
- Additional days can be added if approved by teacher
- Must be 3 by First day of school

PreK4/5 Class

4 - 5 years old

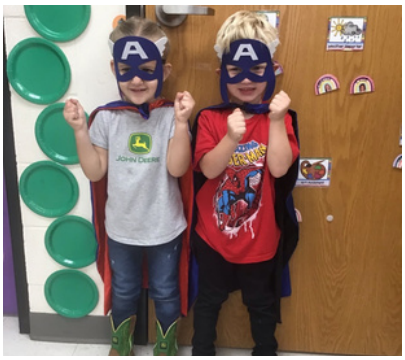
- Academically and developmentally based
- Meets Monday, Wednesday, Friday 8-11am
- Begins in August
- Also open to 5 year olds not quite ready for Kindergarten
- Assessments sent home in Fall and Spring
- Additional days can be added if approved by teacher
- Must be 4 by the first day of school

Preschool After Care

Available between the end of the preschool day and the end of the K-8 school day

- Available to PreK3 and PreK4/5 students.
- MTRF from 11:00am-2:30pm and W from 11:00am-2:00pm
- Please let Mrs. Irwin know if you would like to utilize After Care.
- After Care cost is $1 every 15 minutes rounded to the nearest 15 minute interval.

"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 Daily Schedule

Time	Activity	Description
7:45-8:00 AM	Arrival & Free Play	Transition activities and social interaction.
8:00-8:15 AM	Chapel	Daily devotions Chapel Service on Wednesday (chapel families)
8:15-8:30 AM	Circle Time	calendar, weather, letter of the week etc.
8:30-9:30 AM	Free Play	
9:30-9:40 AM	Clean Up/Bathroom	
9:40-9:55 AM	Snack Time	
9:55-10:05 AM	Large Group	Dancing, singings, group games (gross motor)
10:05-10:25 AM	Small Group	Developmentally appropiate teacher lead activities/crafts
10:25-10:40 AM	Gross Motor	Playground or gym
10:40-10:55 AM	Religion	Bible stories/activity
10:55-11:00 AM	Carpet time	Prayer and goodbyes
11:00 AM	Dismissal	Dismissal under the canopy

The School Day & Drop-Off/Pick-Up Policy

The parents may pull up to the front door and drop off their child. If a parents 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 the front door underneath the canopy. I will dismiss them as a group.

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

Delay schedule

2 hour Delay:
10:00 am to 1:00 pm
Students will need to pack a lunch.
Aftercare hours: 1:00 pm-2:30 pm

3 Hour Delay:
Preschool 4yrs class M/W/F
11:00 am-2:30 pm
Students will need to pack a lunch.
NO PRESCHOOL For Preschool 3year olds Tue/Thurs

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.

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience.

Before School Care

- Before school care will begin at 7:00am in the SPI Cafeteria.
- Since breakfast is not provided, parents are encouraged to feed their child breakfast prior to drop off.
- Students are expected to be fully dressed and prepared for the school day when they arrive.
- Students are not permitted to go to their classrooms while in before or after care.
- If your child arrives before 7:45am, he or she needs to meet in before care.
- Before care ends at 7:45am when students are dismissed to their classrooms.

After School Care

- Preschool After Care begins at 11:00am.
- Your child will need to pack a lunch and drink.
- Pick up time is 2:30pm in the school car line outside of the gym doors.
- Regular After School Care begins at 2:30pm (or 2pm on Wednesdays) in the SPI Cafeteria. Please notify the SPI office on a weekly basis if you will need to utilize this along with days and times.

Billing

- Before Care is billed from 7-7:45am.
- Preschool After Care is billed from 11am-2:30pm (2pm on Wednesdays).
- The cost is $4/hour or $1/every 15 minutes.
- Billing will occur by the quarter hour.

Communication Between School & Parents

- **Remind, Email, and Facebook**
  SPI utilizes the Remind App, Email, and Facebook to communicate important reminders, newsletters, events, and school delays/closings.
- **Seesaw Family App**
  Mrs. Irwin will upload pictures of activities done throughout the school day along with important reminders.
- **Monthly Preschool Newsletter and Calendar**
  Mrs. Irwin will send home a newsletter and calendar at the start of each month with key dates, information, and activities.

Illness Policy

When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

SPI aims to promote a healthy environment at all times. 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 pick up their child.

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 into the school office along with the child's medicine.

These guidelines are to ensure the health and safety of all students and staff.

Discipline Policy

At St. Peter-Immanuel Lutheran preschool, it is very imporant 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 by 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 Logice: Providing Choices
    - Love: Allowing the child to grow through their mistakes
    - Logic: Alloing 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.

ST. PETER–IMMANUEL
LUTHERAN SCHOOL

The parochial school of St. Peter and Immanuel Lutheran Churches proclaims the Gospel, serves its students, and reaches out to the community.