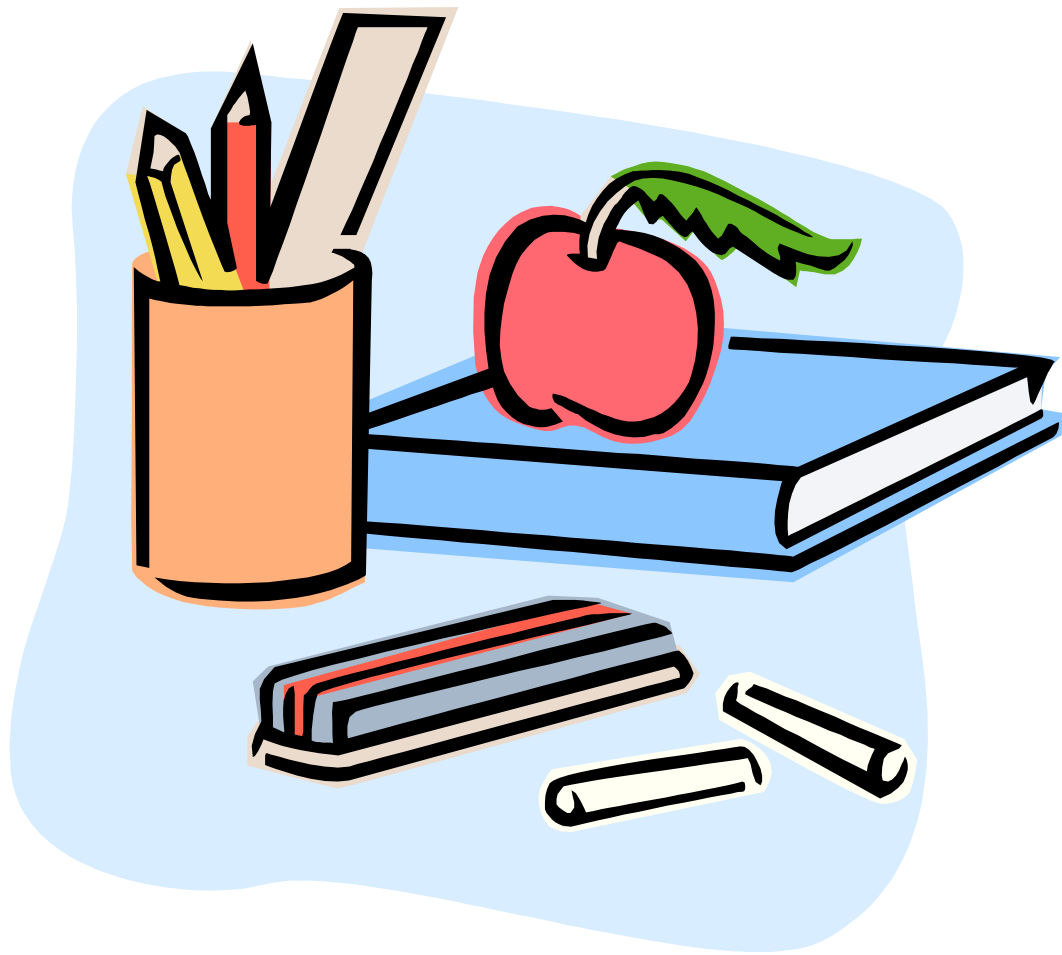




**St Paul Christian Preschool
2012-2013
Handbook**



A word of welcome from Pastor Dunaway....

Dear Friends in Christ,

We here thank God for little children and for the opportunity He has given to us here at St. Paul Christian Preschool to teach children who are entrusted to us the things that will prepare them for entering the formal educational system and for the wonderful future that God has prepared for each of them. We consider it a privilege to work with every child that is placed in our care and we take very seriously the responsibility that this entails.

Our preschool ministry strives to provide a secure and nurturing environment for children, one where they will receive age-appropriate academic and social training as well as quality Bible-based religious lessons. Our goal is to help all children who attend the Preschool to learn about the love God has for them in Christ, to feel cared for, and to reflect God's love to those around them.

This Preschool Handbook was compiled to provide you and your family with important information about the Preschool program. We hope that you will find it useful. Please read it carefully and join with us in a cooperative effort to provide the best preschool education possible for your child.

If you have questions or suggestions, please feel free to call me or any Preschool Advisory Board member. Our prayer is that your preschooler and your entire family will have many rewarding and memorable experiences through your involvement with the preschool ministry of St. Paul Lutheran Church.

Sincerely,

Pastor Michael Dunaway

St. Paul Christian Preschool Mission Statement

In grateful response to God's love for us in Christ Jesus, it is the mission of St. Paul Christian Preschool to assist families in carrying out God's command to educate His children and prepare them for a Christ-centered life of learning and service to Him and others.

ABOUT THE PRESCHOOL

St Paul Christian Preschool will begin classes September 5, 2012. The 2012-2013 school term will be the Preschool's 27th year of operation. The Preschool receives no state or federal subsidies; it is financed by tuition payments alone. The Preschool employs one Program Director-Teacher, Mrs. Regina Rygaard.

The phone number at the Preschool is (785) 467-8816.

EDUCATIONAL PROGRAM

St Paul Christian Preschool provides each child with the opportunity for social interaction and independent play. Children will engage in activities to stimulate oral expression, learn and practice good manners and sharing, enhance motor skills for coordination and physical development, develop academic skills to prepare for kindergarten, and engage in art, music and outdoor play. Special time is set aside every day for basic Bible stories and religious growth.

The educational objectives of the program are:

1. To provide experiences needed for children to grow socially.
2. To provide skills needed for children to grow physically.
3. To provide encouragement needed for children to develop healthy self-image and self-care skills.
4. To provide opportunities to hear of God's love for us in Christ Jesus through which children can grow spiritually.
5. To provide a familiar and comfortable daily routine.

ENROLLMENT POLICIES

The Preschool is licensed by the State of Kansas to care for a maximum of 12 children per session. The Program Director-Teacher handles enrollment. Priority is given to those children already participating, and others are taken in the order their enrollments are received. A waiting list will be maintained and vacancies will be filled from the top of the list.

Parents may choose the number of days their child attends the Preschool.

Older children: Children eligible to enter Kindergarten in the fall of 2013 may attend 2 or 3 days per week.

Younger children: Children eligible to enter Kindergarten in 2013 or 2014 may also attend 2 or 3 days per week.

State health laws require that every child receive a physical examination by a licensed physician before entering Preschool. **Current health forms must be completed and on file at the Preschool before a child can attend.**

TUITION AND WITHDRAWALS

The tuition for students is \$450 per year for those students attending 3 days per week, and \$360 per year for students attending 2 days per week. This is payable in nine equal monthly payments of \$50 and \$40 respectively.

Tuition payments are *due by the first class session of the month.*

Payments can be made by cash or by check, made payable to **St. Paul Christian Preschool. Tuition payments shall be submitted to the Preschool Advisory Board.** Envelopes will be provided to parents for use in sending these payments to a representative member of the Board. In order to meet operating expenses, parents are asked to make all tuition payments on time.

Tuition fees are expected to be paid for children even if they have missed days due to illness or other reasons. This is necessary since operating costs continue and a space is reserved for the child in the classroom. In case of prolonged illness or absence, a written application for refund, accompanied by a doctor's statement, should be submitted. If it becomes necessary to withdraw a child, parents must give a one-month notice so another child may fill the space.

IMPORTANT DAYS for 2012-2013 SCHOOL TERM

September 5, 2012	Preschool Begins
November 21-November 23, 2012	Thanksgiving Vacation
December 24, 2012-January 2, 2013	Christmas Vacation
January 21, 2013	Martin Luther King Day (no school)
February 18, 2013	Presidents Day (no school)
March 25-March 29, 2013	Spring Break (no school)
May 17, 2013	Last Day of Preschool

SNOW DAYS

If there is to be no school due to storms, listen to KNZA radio FM103.9 for notice of cancellation. If the public schools in the area are closed, the Preschool most generally will also be closed.

ILLNESS AND EMERGENCY CARE

Parents are asked to inform the teacher whenever their child will be absent from school. If a child has potentially exposed the class to a communicable illness, please notify the teacher.

If a child has a communicable illness or is running a fever, they should not attend school until the disease is no longer contagious.

In case of a medical emergency, every effort will be made to contact the child's parents. In the event this is not possible, the Preschool will contact the doctor listed on the enrollment form and follow his instructions until the parents can be reached.

SNACKS

Nutritious snacks such as fruits, vegetable sticks, nuts, raisins, cereals, etc. will be provided by the Preschool. Snacks will be planned to coincide with class program themes when possible. Birthdays may be celebrated with special sweet treats. Milk will also be provided.

PERSONAL BELONGINGS

Items such as jackets, boots, hats, gloves, etc. should be marked with the child's name and be easy to put on. Rain gear, boots, or mittens should be sent when appropriate since outdoor play time will be provided unless extreme weather conditions prevent it. Children should be toilet trained, but extra panties should be brought if it is felt they may be needed.

ARRIVAL AND DISMISSAL

Children should be brought no earlier than 8:45 AM unless other arrangements have been made with the teacher. Class time begins promptly at 9:00 AM. Children should be picked up at 11:30 AM unless previous arrangements have been discussed with the teacher.

FIELD TRIPS

The Preschool children will occasionally be taking field trips to supplement and enrich the program. Permission forms will be sent home for parent's signature prior to any field trips.

Parents may be asked to assist with field trips if the need arises. Parents providing transportation for Preschool field trips should have the proper liability insurance.

DISPENSING MEDICATIONS

Medicine may be given by the teacher at the Preschool if the following conditions are met:

1. The parent provides written, clear instructions for administration of the medication.
2. All medicine to be given is in its original container or bottle as issued by the doctor or pharmacist.

State guidelines demand that these conditions be met.

PICKING UP CHILDREN

Parents must provide a **WRITTEN NOTE** to inform the teacher of any change in persons picking up their child from school on the day when the change occurs. If no note has been sent by the parent, the child **WILL NOT BE RELEASED** to anyone other than the parent or guardian.

STAFF AND BOARD MEMBERS

St Paul Christian Preschool employs one staff member, Regina Rygaard who serves as the Program Director and Teacher.

The Preschool Advisory Board was created to develop policies, troubleshoot, and provide counsel when needed for the Preschool. Advisory Board members for the 2012-2013 school year are Doug Kleopfer, Sarah Kleopfer and Leslie Brockhoff. Their duty is to insure the smooth functioning, operation, and continued improvement of the Preschool.

Pastors Michael Dunaway and Quentin Nuttmann of St. Paul Lutheran Church are ex-officio members of the Board, and are also available for counseling to children or families.

NOTICE OF NONDISCRIMINATORY

POLICY AS TO STUDENTS

The St Paul Christian Preschool does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.