

# St. Mark's Lutheran Preschool

## St. Mark's Evangelical Lutheran Church

Rev. Dave R. Keck, Pastor  
Mrs. Stephanie K. Mattingly, Director

The preschool is an arm of the church and part of the congregation's outreach ministry. The children of the church and the surrounding community are taught that God created us all and that the Father, along with his Son, Jesus Christ, loves, blesses and sustains us.

### Mission Statement

St. Mark's Lutheran Preschool will provide an age appropriate preschool education in a Christian atmosphere with attention to the social, spiritual, emotional, intellectual, and physical development of each child.

### Aims and Goals

1. The preschool will teach the children about God
2. The preschool will help the children to share and be considerate of others, to be respectful of both people and property, to express themselves verbally, to develop responsibility, and to realize that learning is fun.
3. The preschool will prepare each child for successful school experience by teaching from his/her level of development and practicing school behaviors and routines.

## St. Mark's Lutheran Preschool Curriculum, Planning, and Experience Goals

1. Physical Well-Being and Motor Development
2. Social and Emotional Development
3. Approaches to Learning and School Behaviors
4. Language Development and Emerging Literacy Skills
5. Knowledge Acquisition and Cognitive Development

We will facilitate achievement of these goals through play activities in the areas of:

- Movement and Coordination
- Social and Emotional Dramatic Play
- Language and Communication
- Visual Arts
- Music
- Mathematics
- History and Geography
- Science

# **St. Mark's Lutheran Preschool Classes and Staff**

Stephanie Mattingly, Director  
Telephone 704-664-2009

Adrienne Goudreault, Assistant Director and Roving Teacher

**Birdies Class and Duckies Class-** 2 Year Old Two and Three Day Classes  
Tammy Johnson, Kari Major, and Kerie Hildreth Teachers

**Owls Class and Hedgehogs Class-** 3 Year Old Two and Three Day Classes  
Alicia Graham and Christa Ambrose, Teachers

**Llama Class-** 3 Year Old Class Meeting Mondays through Thursdays  
Amanda Lockhart and Tanya Denchfield, Teachers

**Fireflies Class-** 4 Year Old Class Meeting Tuesdays through Fridays  
Tracy Loughrie, Teacher

**Monkeys Class-** 4 year Old Class Meeting Mondays through Fridays  
Malinda Little, Teacher

**Stars Class-** 4 Year Old Class Meeting Mondays through Fridays  
Karen Gallop, Teacher

**Ladybugs Class-** Transitional 5 Year Old Class Meeting Mondays through Fridays  
Tina McGinnis, Teacher

## **Music**

Tina McGinnis and Amanda Lockhart, Teachers

## **Creative Movement**

Tammy Johnson

## Admissions and Registration

St. Mark's Lutheran Preschool welcomes students of any race, nationality, ethnicity, or religious background. There is no discrimination of admittance. The preschool does reserve the right to decline enrollment or continued enrollment for a child whose needs cannot be met by our staff or within the preschool's facilities or framework.

Registration for enrollment at St. Mark's Lutheran Preschool is accomplished when the child's parents or guardian completes and returns the application along with the \$90.00 registration fee. The registration fee is a non refundable fee to hold a child's spot. The physician's statement and immunization records must be submitted to the preschool office by the beginning of the school year.

Admission to St. Mark's Preschool is done with priority given as follows:

- a. Children of St. Mark's Lutheran Church members
- b. Children who are presently enrolled
- c. Siblings of children who are presently enrolled, and
- d. New students who are enrolled on a first come basis beginning January 2019

## Toilet Training

Being toilet trained is required for children in three, four, and five year old classes. Only two year old children attending the Birdies class on Mondays, Wednesdays, and Fridays and the Duckies Class on Tuesdays and Thursdays are not required to be toilet trained. There are no diaper changing facilities in classrooms other than the two year old classroom.

Please send your toilet trained child to school in underwear that he or she is able to pull up and down, and pants, shorts, or dresses that are easily manageable (no pull ups).

A change of clothes should be kept in the bottom of the backpack.

## Tuition

The Preschool Committee has set the tuition rates for 2017-2018 as follows:

Registration Fee	\$90.00/ year
2 Year Olds Attending Two Days a Week	\$155.00/month
2 Year Olds Attending Three Days a Week	\$175.00/ month
3 Year Olds Attending Two Days a Week	\$145.00/ month
3 Year Olds Attending Three Days a Week	\$165.00/ month
3 and 4 Year Olds Attending Four Days a Week	\$185.00/ month
4 and 5 Year Olds Attending Five Days a Week	\$205.00/ month

The tuition for St. Mark's Preschool is divided into nine and one half payments which are due at the first of each month. Tuition payments for August through April are the full monthly amount, while

May's tuition is for one half of the monthly amount. You may choose to pay monthly or to pay in advance, or you may choose the automatic draft option. Auto draft forms may be obtained in the office or downloaded from the website. If not using auto draft, place your payment in an envelope with your child's name on the outside and hand it to the director. You may also mail the fee to the school's street address. Tuition that is received after noon on the 10<sup>th</sup> day of the month is considered late, and a late fee of \$5.00 must be included. After the 20<sup>th</sup> of the month the late fee increases to \$10.00. By the beginning of the next month the late fee increases to \$15.00. When the 10<sup>th</sup> of the month falls on a day we do not attend school, please pay before. You may talk with the director at 704-664-2009 if there are any questions.

The fee for Early Bird may be paid at the time of attendance or you may chooses to be billed at the end of the month. Early Bird payments cannot be added to auto draft payments so please pay them separately.

There is a \$20.00 charge for any check returned by the bank.

## Withdrawal

Should it become necessary for a parent to withdraw a child from the preschool program during the school year, St. Mark's requires notice of one month. All parents agree to give one month's notice in writing or to pay tuition for the following month if the withdrawal is immediate.

## Arrival and Departure

**Children arrive for the regular school day each morning between 8:40 am and 9:00 am.** The director will assist each child in getting out of the car and entering the building. Other staff members will help each child find his or her classroom. The use of this method for arrival on a continuing basis helps with the separation anxiety that children sometimes feel. Parents who wish to walk their child to the door should come to the preschool's main entrance at the back of the building on the circular drive and give the child to a staff member to be escorted to class. Please do not use the side door with the doorbell until the car line has ended. The director will not be able to answer that door, and the teachers are busy in their classrooms.

Please bring your child during the twenty minutes allotted for arrival. Late arrival deprives your child of valuable time at school. Children do not understand when they miss fun activities because they are late. If you do arrive late please come to the door nearest the director's office and ring the doorbell for admittance. During the school day doors will be locked for security reasons.

**Please do not use your cell phone when you are dropping-off your child in the morning or when you are picking-up him/her at departure time.** Your child needs your attention when leaving you and greeting you again. Accidents can happen when your full attention is diverted. We also ask that you do not allow your child to hang out of the car windows or the sunroof of your car. The safety of all children is our priority.

## Early Bird

Early bird is a program of the preschool offering child care prior to the regular school day. Beginning at 8:00 am children may arrive and have teacher supervised free play in one of the classrooms until the school day begins. Early bird costs \$4.00 a day, and the program may be used regularly or on a drop-in basis. The first day of Early Bird will be Monday, August 28<sup>th</sup>. Parents must walk their children into the school and sign-in each day of attendance. The fee may be paid at the time of use or billed at the end of the month. Please note for those using auto-draft, Early Bird payments must be paid separately by cash or check as the draft amount cannot be changed month to month.

## Pick-up Procedures

At departure time please display the school issued color pick up number in your car's **front seat passenger side window**. Please put the card in the window when you first get in line and keep it there until your child is in the car. It will be checked twice. Each family will be issued 2 copies of the same number, even if there are several children attending St. Mark's. Should you need additional copies of the number card please call, send a note, or come to the office. Thank you for using the number system throughout the entire school year. If you do not have the number, please park your car and walk to the door to get your child in order to keep the line moving. The director will assist each child to their car, then the adult picking up will drive around the circular drive to the parking lot to buckle children into their seats.

Departure time is from 11:40 am until noon. This provides 20 minutes for everyone to be picked up. It can be a long time for little ones to wait, so please be on time. Your child will worry if you are late. If you do arrive **after 12:00 there will be a late pick-up fee of \$1.00 per minute. If you have two children and you are late there will be a fee for each child.**

If you wish to talk with your child's teacher please come in before 8:40 or wait until the children have left for the day. Unfamiliar adults in the hallways can be confusing and frightening to the children as they walk down the halls. An orderly and speedy arrival and departure time is safest for the children.

Please notify the preschool in writing with any changes in the people whom you permit to pick up your child. Also send written permission for your child to leave with others on a play date. When car seats must be left at the preschool, please be sure that the child's name is on it and bring it to the door.

Please be patient during the first few weeks of school. The arrival and departure process will go smoothly after we all become familiar and comfortable.

## General Daily Schedule

8:00am-Opening	Early Bird is available each morning providing supervised child care for early arriving children. This service costs \$4.00 for each day used and is available throughout the year with a few exceptions.
8:40am-9:00am	Children arrive and are assisted by the director from their cars and into the building for the beginning of the school day.
8:40am-9:40am	Children have organized free-choice play in centers within their classroom. Simultaneously the teachers will work with the children individually on art projects and/or skills.
9:40am -9:50am	All children help with clean up time, and each child is reminded of bathroom time.
9:50am-10:10am	Teachers gather children for an early circle time devoted to attendance, helper assignment, calendar and weather, pledge to the flag, and prayer, Bible verse, or story.
10:15am-10:40am	Music class is held in the Fellowship Hall or Creative Movement Class is held in the Family Life Center. Chapel Time is held in the Sanctuary of the church.
10:45am-11:40am	Younger Classes return to the classrooms for snacks, stories, activities, and games. These will be followed by outside play. Older classes will play outside. They will return to their classrooms for snacks, stories, activities and games.
11:40am-Noon	Children depart from school with the director assisting each child into his/her car.

## Preschool Education

There are many things that children can and will learn during their time in preschool. We explore colors and shapes, listen to literature, develop gross motor and fine motor skills, participate in art activities, and lay the foundation for reading, writing, and math. Throughout the year the classes will also explore the seasons, our senses, science, spatial relationships, rhymes, opposites, and many other topics.

A very important part of St. Mark's Preschool is teaching children about God and our Christian faith. In addition, boys and girls will develop and practice the social skills needed to function happily in the group setting of a school. The use of school manners involves sharing, taking turns, acting respectfully, leading and following, and understanding when to talk and when to listen.

## Music and Creative Movement

Music is an important and fun filled part of every day at St. Mark's Preschool, and there is music in every classroom throughout each day. All classes gather for special music time in the Fellowship Hall at 10:15 most days. Mrs. Tina McGinnis and Mrs. Amanda Lockhart serve as our music teachers. During this time we sing and move, play rhythm instruments, and explore seasonal themes in an active way. Music is a particularly joyful time of day. We will perform two musical programs each year for the enjoyment of our families, one at Christmas and another in the Spring. The programs take place in the Family Life Center.

Creative Movement class is taught by Mrs. Tammy Johnson. This class is offered once a week on alternating Mondays and Tuesdays in the Family Life Center. The days of Creative Movement Class will be marked on your monthly calendars and on the Activities Calendar. Please dress your child in pants or shorts (no dresses or skirts) and sneakers (no boots or flip flops) on the days of Creative Movement Class. We will be participating in physical activities, dancing, stretching, turning upside-down, and many other gross motor activities during Creative Movement. It can be very hard and dangerous to participate if not dressed appropriately. We try to wear our school tee shirt on Creative Movement days.

## Outside Play/ Clothing and Possessions

The children will have the opportunity to play outside daily, weather permitting. If the weather is hot, we may go out for shorter times. In winter, we do play outside unless the cold is too severe. Please be sure to send coats each day in winter. No flip flops for preschool, please. The children need to wear play shoes that are designed for running, jumping, and climbing. Many accidents are caused by flip flops and boots. These should not be worn to school. Please dress children in clothing that is suitable for preschool activities such as art projects, floor play, outside running, climbing and sliding. We try to be careful, but preschool fun can be messy. Remember to dress your child in clothes that you do not mind being soiled. Put names on articles of clothing that may be removed. Please do not send umbrellas to school; the children will not be out in the rain.

**Toys, pacifiers, and security blankets should be left at home.** These items can be misplaced or lost, making for sadness at home. Also sharing personal things is very difficult. Show and Tell items are the exception to this rule. Some classes may designate a time once a week for each child to bring an item for Show and Tell. The teacher will inform you if their class participates.

We ask that you send in a labeled bike helmet with your child that they can wear while riding our bikes here at school. The helmet will be returned to you at the end of the year.

## Backpacks

Each child will need a backpack to bring to school everyday. Please be sure that your child's name is on the backpack. The backpack should be large enough to carry clothing, papers, and art work. Rolling backpacks are not accepted as children fall over them or cause others to fall.

***Each day you will need to check the backpack for art projects, communications from teachers, and work papers.***

## Birthday Celebrations

Children's birthdays are very special occasions, and we are pleased to help you celebrate the day at preschool. Please contact the teacher to arrange a date that you can bring or send in a special snack. **Remember DO NOT send any products with nuts.** We ask that you not send cupcakes as they are seldom eaten. Cookies, small muffins, donuts, ice cream, and brownies are more often eaten and enjoyed. Pretzels, crackers, and Goldfish are good accompaniments. Festive napkins make the occasion special. We welcome you to come to school and help your child celebrate their day.

We will gladly send home invitations for a party being held outside of school if everyone in the class is invited. The school does not pass out invitations when all children are not included.

## Communication with Teachers

The teachers are anxious to get to know you and your child. They welcome conferences, phone calls, and notes. You can call the office (704-664-2009) after 8:00 am or leave a message on our machine. To speak directly to a teacher, please come into the school before 8:40 or after all the children leave for the day. During the school day, the teachers are involved in the care and supervision of your child. Please do not try to contact them on their cell phones during school hours. Please feel free to contact the director at any time.

Scheduled Parent-Teacher Conferences will be held for all children in early October and in March. The parents and teachers will share information and work together for the best school experience for each child. Additional meetings may be held anytime through the year.

The staff can best care for your child if we understand the things happening in his or her life. Family issues such as the illness of a loved one, job stress of a parent, or separation or divorce of parents often affect the behavior and concentration of a child. Please understand that if you share personal or confidential information with us, we will not betray your trust but will be better able to help you and your child.

## Calendars, Newsletters, and "Remind" Text Messages

At the beginning of each month, a calendar and a newsletter will be sent home or emailed to each family from your child's teacher. Please read and keep these calendars for information about the school activities for your child. You may also refer to the school calendar for the year and the activities schedule, both included in this handbook, however these may be subject to slight changes. Occasionally reminders will be posted on the white board at the pick-up line.

The best way to stay informed about special activities, last minute decisions, and updates is to sign up for the "Remind" text messages. This is a one-way mass text communication tool used by the director. Please see the **Remind handout** with instructions. It is very important for each family to participate since decisions regarding weather closings, changes in schedule, and reminders of upcoming special days come through "Remind".

## Inclement Weather

St. Mark's Lutheran Preschool follows the decisions made by the Mooresville Graded School District in determining to close or delay the opening of school in case of bad weather. Please listen to the announcements made by Mooresville Schools (not Iredell County) on television, radio or the internet to know what St. Mark's will do. "Remind" text messages will also go out as soon as Mooresville School have made their announcement. The preschool does not have a policy of making up days missed due to bad weather unless five or more days are missed. No make-up days would be scheduled on Saturdays or during vacation periods.

**In case of a one hour delay, doors will open at 9:00 am.**

**In case of a two hour delay, doors will open at 10:00.**

**On days of delayed opening time, there will be no Early Bird and the school will not open before the hour.**

## Illness

Children who are sick can best be cared for at home. Keep children home whenever they run a fever, experience nausea, vomiting or diarrhea, or do not feel well enough to participate in school activities. Wait 24 hours after the fever or vomiting has ended to return to school. We attempt to safeguard the health of all the children in our care.

At some time during the school year, each child's parent will be asked to provide wipes, hand cleaner, tissues, etc. to help in fighting germs. You will receive a note when it is your turn. Thank you in advance for your help.

If a child becomes ill at school, you will be called to pick-up him/her. **Please make sure that we have contact numbers for you and other emergency contact people.** We will expect someone to pick up a sick child as soon as possible.

## Protection of Children and Emergency Procedures

St. Mark's Lutheran Church maintains Policies and Procedures for the Protection of our Children and Youth. The preschool follows these procedures whenever applicable to the school setting. Access to the complete policy is available from the director in the preschool office.

The staff of the preschool has been trained in First Aid, C.P.R. and use of a defibrillator. We take all precautions to keep the children safe while they are in our care. In case of an injury or emergency, you will be contacted immediately or your designated emergency contact will be called.

The exterior doors of the preschool are locked though the school day for security. Entrance may be gained at the door closest to the director's office.

Before beginning employment, each teacher will complete and employment application which includes an “Authorization for Background Check” form. St. Mark’s will conduct criminal background checks and any other screening processes used at the time.

The school has emergency plans in place. Should there be a threat which necessitates evacuation, we will transport your child to *Mooreville ARP Church located at the corner of North Magnolia St. and Carpenter Ave.* There we will care for your child until you or your approved person arrives for your child. Safety procedures are in place in case of an intruder, fire, or tornado warning.

We trust that there will be no need to emergency plans, but it is always best to be prepared.

### **Insurance**

St. Mark’s Lutheran Preschool has a group accidental insurance policy on the children during their time at the preschool during regular operating hours. While this is not a primary policy, it will provide some supplemental payment to cover deductibles in the family’s policy.

### **Behavior and Discipline**

St. Mark’s Lutheran Preschool provides children with the opportunity to develop school readiness, to receive guidance in appropriate social behavior, and to form friendships. The teachers help the children learn to function and flourish in a group setting through consistency of simple rules, use of a soft but firm voice, and the use of positive reinforcement.

When it is necessary to modify behavior, we will be sure that the child understands the rules, remind him or her of the rules, and use simple consequences such as time out sparingly. When the teacher feels that she has exhausted her options, she may bring the student to the director or assistant director. Should this not be successful, parents may be called to assist. Discipline is an important part of everyone’s learning experience and provides a safe framework for learning.

Parents may be called to come to school and take a child home if they cannot alter disruptive behavior or if she or he harms another.

### **Snack**

Each parent will be asked to provide snack a week at a time. There will be a class calendar so you will know when it is your turn. A bag will be sent home with your child for you to provide snack for the number of kids in your Childs class only. Please do not send anything in with NUTS! There will be a list of allergies for the students that are in your child's class. Please be mindful. We encourage healthy snacks to be sent in.

## **Fees:**

If you would like to pay for fees up front they are as follows. Otherwise we will send out a letter asking you various times throughout the year for a few dollars. Either is fine with us. We will keep a record of who owes and who has paid. These fees will not cover field-trips.

2 year old class: \$5.00 ice-cream money for End of Year. (they get a smaller ice-cream) \$3 pizza party

3 year old classes: \$5.00 \$2.00 ice-cream money for End of Year, \$3.00 Pizza party

4/5 year old classes: \$20.00 \$5.00 graduation fee, \$2.00 ice-cream, \$4.00 thanksgiving shirt, \$6 Scholastic News for the year, \$3.00 end of year pizza party

## **Photo Policy**

When using photos of St. Mark's Lutheran Preschool events, attendees, or members- either directly or on social media or our website- we use the following guidelines:

- We don't put individual names with photos except for staff.
- We will gladly provide credit for who took a particular photo if desired by the photographer; we honor any copyright restrictions.
- We will gladly remove any photo immediately upon request.
- Please put in writing to the preschool if you would not like your child to appear on social media.

## **Our Pledge**

The director and staff of St. Mark's Lutheran Preschool pledge to care for your child as if they were our own, teaching, protecting, guiding, and helping them grow in the light of God's love.