

# **PURPOSE OF PRESCHOOL**

Christian Preschool at First Ev. Lutheran is designed to provide a background of spiritual, social, mental, and physical experiences which should be of great benefit to your child as he/she enters school.

In the Christian Preschool the children receive a blend of secular and spiritual training that provides an opportunity for them to begin the process of learning and developing social consciousness in a Christian way.

We include as part of our goal to help each child develop Christian habits in getting along with others, solving their problems, learning and playing with a group, helping themselves, sharing with others, assuming small responsibilities, and generally making a more pleasant transition from home to school.

We hope that each child will learn to appreciate the wonders of God's creation and His love in sending Jesus Christ as our Savior, to speak to God in prayer, and lead a Christian life.

## **School Directory**

### **School Telephone**

864-3317

### **Church Telephone**

864-5522

### **Principal:**

Dean Scheele

[dscheele@firstglencoe.org](mailto:dscheele@firstglencoe.org)

### **Teacher:**

**Deb Bargmann**

864-5624 (Home)

864-5522 (Church Office)

## ADMINISTRATION

The policies and activities of the Christian Preschool are decided and controlled by the Board of Christian Education of First Ev. Lutheran Church and is under the direct supervision of the principal of First Ev. Lutheran School. Parents may review all policies of the Christian Preschool by contacting the school office.

Insurance coverage is with the Church Mutual Co.: Umbrella Liability \$2,000,000 and Workman's Compensation.

## SCHEDULE

**Classes meet on:**

**Three-year-old:** Wednesday & Friday 8:15 AM - 10:45 AM

**Four-year-old:** Monday, Tuesday, & Thursday 8:15 AM - 10:45 AM

## TUITION

The Christian Preschool is not operated for profit. Neither is it in a position to sustain a loss. Expenses for the operation of the Preschool must be met by tuition payments. Financial aid based on need is available. All financial aid is kept strictly confidential.

Tuition is payable by semester and/or by special arrangement set up at Registration Day in the fall with the principal. **All mailed tuition payments should be sent to:**

**First Ev. Lutheran School  
1015 East 14th Street  
Glencoe, MN 55336**

Please mark tuition check "***Christian Preschool***".

## POLICIES

### ENTRANCE REQUIREMENTS

Children enrolling in the Christian Preschool must be of Preschool age and at least three/four years old by September 1 for their particular section. All eligible four-year-olds must go through Preschool screening in the spring unless other arrangements are made through the principal.

*IN ACCORDANCE WITH THE STATE'S SCHOOL IMMUNIZATION LAW (MINNESOTA STATUTES, SECTION 123.70, CHILDREN MAY NOT ENROLL NOR REMAIN ENROLLED IN THE CHRISTIAN PRESCHOOL WITHOUT HAVING PROVIDED DOCUMENTATION OF IMMUNIZATION AGAINST DIPHTHERIA, TETANUS, PERTUSSIS, POLIO, MEASLES, MUMPS, AND RUBELLA. THE SCHOOL MUST HAVE DOCUMENTATION PRIOR TO OFFICIAL ACCEPTANCE THIS DOCUMENTATION IS ON THE BACKSIDE OF THE APPLICATION FORM.*

The Christian Preschool admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the Preschool program. It does not discriminate on the basis of race, religion, color, national and ethnic origin, source of tuition, in the administration of its educational policies, admissions policies, and other school administered programs.

First Lutheran will attempt to meet the needs of handicapped children who seek enrollment. We will seek the assistance of a qualified consultant prior to enrollment of a handicapped child. Before admittance, First Lutheran shall obtain all vital information from the parent, the child's physician, and the school district (Co-op) to provide special education services to the child.

### REGISTRATION FEE

The registration fee which accompanies each application covers the cost of administration and records. **If parents decide not to enroll their child**, the fee is **not refunded**. Should the application be denied by the school, the fee is refunded in full.

### CLOTHING

All children should wear clothes acceptable for school dress. Girls may wear dresses or slacks. When it gets hot, shorts may be worn. Halter tops are not proper school attire. During the winter, please check to be sure your child is dressed warmly, head covered, snow boots of some sort, etc. Labeling of outer clothing is a good idea.

## **BIRTHDAYS**

Many of the children wish to share their birthday with other children at school. Make your plans known to the teacher in advance. Special treats for birthdays may either be pre-packaged treats, books, or other gifts to the room.

## **CONSULTATIONS**

No grades or report cards are given in the Christian Preschool. However, a mid-year consultation with the teacher is scheduled to discuss your child's progress. A second scheduled conference is available at the end of the third quarter. Information will be sent to parents concerning times of the conferences. Parents are urged to arrange conferences with the teacher at any time to discuss problems or needs of your child. Please do not hesitate to request such a time. Do not discuss your child in his/her presence.

## **TRANSPORTATION**

Our school is unable to furnish transportation. However, we will be happy to help parents work out car-pool arrangements. ***We request that the children are not brought to school earlier than fifteen minutes before class time, and that they be picked up promptly at the close of their sessions. If someone other than the parent is to pick up the child, the teacher must be notified in writing or by phoning the school office.***

## **HOLIDAYS AND SNOW DAYS**

When possible we follow the Glencoe School District's schedule of holidays and decisions on snow days. ***During snow or cold weather parents should use their discretion on whether or not to send their child if school is in session for the Glencoe schools.*** We reserve the right to close the school at our discretion in any emergency. In the event of school being closed during the day, children will remain at First Lutheran until checked out by a responsible adult. ***Closings are announced on Radio Stations WCCO, KARP, and KDUZ.***

## **ATTENDANCE**

We encourage all parents to establish regular habits of attendance for their child when health permits. We request that the teacher be informed of any illness and/or the reason for the absence. Especially in the case of communicable diseases, the teacher should be notified immediately.

## **PARENT PARTICIPATION**

Parents will be asked to help during the school year. This may include assisting on a field trip and helping with holiday parties (Halloween, Christmas, Valentines, Easter). Parents are encouraged to visit the classroom at any time during the normal school day.

## **EMERGENCY DRILLS**

The students of the Preschool are instructed very early in the year concerning the procedures to follow in case of a fire, tornado, or other disaster. The teacher "talks through" and "walks through" the procedure several times before it is

actually practiced. Drills are practiced throughout the school year to ensure the safety of the student.

### **SNACKS**

A morning milk break is scheduled for the Christian Preschool. Parents may be asked to supplement the “Milk Break” with a fruit, cookie snack, etc. on a rotating basis. The snack schedule will be made by the teacher. **ACCORDING TO STATE LAW THE SNACK MAY NOT BE HOMEMADE AND MUST BE PRE-PACKAGED.**

### **PHYSICAL ACTIVITY**

The preschool classes will try to have at least 10-15 minutes of physical activity each day. This may be playing at the playground, playing games at the field across from the school or using the music room for activities. Dress your child for the weather if outside or for ease of movement when indoors.

### **PRESCHOOL CONFERENCE**

About two weeks before school begins, there will be an official Registration Day. Financial arrangements are worked out and other matters of mutual concern to both the parents and the teacher are discussed.

### **HEALTH POLICIES**

All students entering the Christian Preschool are to go through Preschool screening. **Immunization records MUST (SEE ENTRANCE REQUIREMENTS) be brought up to date.** A Preschool dental exam would also be advisable for students.

If a child becomes ill in school, the teacher will notify parents or designated person on the emergency procedure listed on the application form.

**For the protection of all children your child should be kept at home (WE CANNOT ACCEPT HIM AT FIRST LUTHERAN) if he shows any of the following symptoms:**

- a temperature**
- diarrhea or vomiting**
- a rash**
- nasal discharge or discharging eyes or ears**

Parents should exercise every caution and keep their child home should other unusual symptoms occur. A child must be free of persistent fever or diarrhea for 24 hours before returning to school and no longer be in the contagious stage of a communicable disease.

A doctor’s note is required for a child to return in the cases of un-diagnosed rashes, skin lesions, running eyes and for other potentially communicable

diseases. If the child has been exposed to a contagious disease he should be kept at home and **THE FACT OF HIS CONDITION SHOULD BE REPORTED TO FIRST LUTHERAN.** (Strep throat, pin worms, viral infections, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, etc. are amongst those conditions categorized as “highly contagious”). Parents will be notified when an adult from First Lutheran School has contacted a communicable disease.

First Lutheran administers **PRESCRIPTION MEDICINE ONLY.** When a child is to be given oral or surface medicine, **WRITTEN INSTRUCTIONS** by a physician or dentists must be given by a parent. Medications must be labeled, and stored out of reach of the children.

**First Lutheran will:**

1. *Obtain written permission from the child's parent prior to the administration of any medication.*
2. *Return any unused portion of prescription drugs to the parents or destroy by flushing them into the sewer system. The contents of any drug container without label or with an illegible label should be destroyed immediately.*
3. *Shall not use medication after their date of expiration.*
4. *Store medication out of the reach of children*
5. *Maintain a medicine chart of all medications administered.*

**Parents will:**

1. *Bring medications in their original containers bearing the original label with legible information stating:
  - a. *prescription number*
  - b. *name of drug*
  - c. *strength and quantity of drug*
  - d. *expiration date of any time-dated drug*
  - e. *directions for use*
  - f. *child's name*
  - g. *physician's name*
  - h. *date of original issue or, with refill, the most recent date of issue; and*
  - i. *name and address of the licensed pharmacy issuing the medication**
2. *Fill out the necessary information on the Medication Authorization Slip.*

In case of medical emergency, the student will be transported to the Glencoe Area Health Center by local emergency unit for treatment if the local resource deems it necessary. The child will be transported at the expense of the parent.

## **PARENTAL CONSENT**

First Lutheran will ask for parental consent for authorization for taking photos of your child (classrooms, yearbook, newspaper, etc.) for all publicity purposes. First Lutheran will also ask for parental consent for each field trip taken by the class.

## **DISCIPLINE**

Although families differ in their approach to discipline, harsh or threatening methods will not be used in the Christian Preschool Program. The following guidelines will be used:

1. *No child will be handled roughly, such as shoving, hair pulling, ear pulling, or hit in any way.*
2. *Isolation from the room will not be used, nor humiliation or labeling.*
3. *A child will not be punished for lapses in toilet training.*
4. *Snacks will not be used as a form of punishment.*

### **Discipline will be handled in a Christ-like manner by:**

1. *Praising good behavior.*
2. *Changing the environment.*
3. *Re-direction of the child.*
4. *Quietly removing the child from the group to discuss in a whisper the problem and its solving.*

## **CURRICULUM:**

Concordia Publishing House Prek Program-"Voyages", 2001  
NAEYC- National Association for the Education of Young Children- "Developmentally Appropriate Practice in Early Childhood Programs, Birth to Age 8"- 2001  
Concordia Publishing House-"In His Hands Lutheran Early Childhood Program"-2001  
Denver Testing and Evaluation test sheet- Ages 3-5- 2003  
Totline-"Theme-a-Saurus"- 1992  
Education Center-"Mailbox" magazine, 200- present  
Teacher Created Materials- various topics and books- "Opposites, Tracing and Cutting, Numbers, Colors, Shapes, Money"- 2003  
Schiller and Hastings-"The Complete Resource Book, An Early Childhood Curriculum", 1998  
Assessment from observation, listed goals and age/development levels as stated on McLeod County/ Minnesota Steps Sheet and Kindergarten skills- 2005

### **Additional Aids:**

DVD's, books on subjects or themes, Big Books, hands-on science, outside sources (these change from year to year), hands-on math manipulative's, related projects to theme, games, computer games, many visual aids, sensory table with changing materials, listening table, large muscle play, painting, changing drama center and large toys

### **THREE YEAR OLDS**

At years end they should be able to:

Identify own name when written and may attempt to write it  
Count to 10 and beyond, may begin to identify numbers 1-5  
Know basic eight colors  
Know these 6 basic shapes- circle, oval, square, triangle, star, and heart  
Use and hold a pencil or crayon correctly  
Be able to glue or paste by self or with minimum of help  
Follow simple directions or follow the classroom routine  
Sit and listen to stories read for 10 minutes  
Repeat to another adult a story or what they have done that day in class  
Run, throw a ball, jump, hop, climb, and gallop during gym  
Begin to use a scissors correctly  
Know and repeat 3 nursery rhymes or songs  
Handle a book correctly  
Begin to leave parallel play and interact with others while participating in class activities, songs and play  
Put on own jacket or coat and begin to zipper it  
Put on own shoes or boots (not necessarily on correct foot)

### **FOUR YEAR OLDS**

At year's end they should be able to:

Identify first and last name when written  
Write first name correctly, begin to write last name  
Count to 25 and beyond, know and identify numbers 1-10  
Sing the alphabet song and identify at least 15 letters  
Hold a pencil or crayon correctly  
Hold and use a scissors correctly  
Know all basic 8 colors  
Know these shapes: circle, oval, square, rectangle, triangle, diamond, U shape, octagon, spiral, star, heart, and crescent ( some of these have two names, know at least one)  
Know and repeat 5 nursery rhymes and stories  
Be able to bounce a ball, jump, hop, gallop, run, climb, throw, and catch a ball  
Sit and listen to stories for at least 10-15 minutes  
Repeat to an adult stories or songs from class  
Follow simple directions and routines in class  
Put on jacket and zip zipper by self  
Put on own shoes correctly, may begin to tie them  
Begin to identify these common words- mom, dad, no, exit, ladies, men  
Identify letters from name in other words they see  
Begin to identify money and their names- penny, nickel, dime, quarter, dollar  
Handle a book correctly and "read" the pictures  
Cooperate within a group and the group's activities  
May begin to know address and phone number  
Do basic sequencing(4-5 steps) and simple patterning  
Become familiar with season n-ames, months of year, and days of week

## **AREAS OF STUDY**

Listed below are some of the things on which we will be working during the coming year. Naturally, the child will be guided only as far as their skills and their interests permits.

1. Becomes familiar with a number of Bible stories and application to Christian living.
2. Learns and participates in the singing of Jesus songs.
3. Learns table prayers.
4. Becomes familiar with the principles of the Ten Commandments.
5. Learns to know he/she is a special person, loved by Jesus.
6. Thinks of children and adults and his/her relationship to them in a positive way.
7. Works on correct speech and pronunciation.
8. Spells and writes (4 year olds) first name. Recognizes (3 year olds) written name.
9. Knows city where they live.
10. Knows telephone number- how to dial 911 for emergencies only..
11. Knows his/her age.
12. Identifies colors and shapes.
13. Matches forms and shapes.
14. Is aware of our number system.
15. Is familiar with Preschool rhymes.
16. Knows opposites.
17. Does handiwork (paint, paste, glue and cut)
18. Follow directions.
19. Participates in discussions and games.
20. Learns to listen: when spoken to, to stories, and directions.
21. Has self-control.
22. Is polite.
23. Handles responsibilities in classroom.
24. Works/plays cooperatively with others.
25. Shares toys and materials.