



Program Information

PHILOSOPHY

The aim of St. Luke's Preschool is to provide a loving, safe, and happy learning experience in a Christian environment for children with emphasis on developing good relationships with their peers through a variety of constructive free play situations; to develop large & small muscle dexterity through games, art and with equipment both indoors and out; to foster mental and emotional development through stories, dramatic play, music and a variety of other experiences. Our emphasis is on acceptance and warmth; nurturing and encouraging each child in a loosely structured learning environment. Each child is encouraged to develop their own unique personality and gifts. As one of the ministries of St. Luke's Lutheran Church the love of Jesus Christ is an important part of the school. We serve because the love of God invites us to serve the community. We affirm the children as children of God, each one loved and precious.

CURRICULUM

Developmentally appropriate curriculum goals are carefully planned each day in the following areas:

Art Activities are an important part of any program for young children. Art is a means of self-expression, provides an opportunity to explore and experiment and strengthens the ability to observe and imagine. Art activities contribute to fine motor skill development. Experiences include: finger painting, easel painting, puppets, crayons, collage, cutting, gluing, chalk, making prints, textures, as well as free art. Our art is process-oriented encouraging each child's self-esteem.

Language Development occurs through daily experiences with our language. Language activities develop skills for speaking, listening, reading, handwriting and help children develop self-confidence and articulation in communicating ideas, organizing ideas and following directions. The development of listening skills helps children with sound discrimination, letter sounds and eventually sounding out words. Children are constantly expanding their vocabulary through daily experiences in naming, sorting, classifying, seeing patterns and discussing. A variety of activities with books, stories, puppets, flannel boards and poetry will help develop the skills children need to express themselves confidently.

Music experiences offer opportunities for listening, singing and creating. Music activities help children develop auditory discrimination, increase range and flexibility of their voices and enhance physical development through the use of their bodies. Children learn different ways to make music of their own. Exposure to different kinds of music help the children appreciate the rich musical heritage of other people. Through the use of singing, instruments, rhymes, rhythms, finger plays, dancing, creative movement and listening to various types of music, the children develop vocabulary, language skills, coordination and emotional expression.



Math concepts and skills are developed through activities such as counting, number recognition, identifying shapes, measuring, fractions, sorting and problem solving. Discovering their need for numbers and the contributions of mathematics to their lives is exciting for children.

Scientific Thinking involves classification, observation, recording, predicting, questioning, describing, comparing and generalizing as well as developing problem solving skills. Science experiences help promote in children an interest and appreciation of the world around them. Our science curriculum includes activities related to the various seasons, cause and effect, cooking, water table, earth and universe, living things, composition of objects, life cycles of living things, pets, sounds, light and space.

Creative Dramatics takes many forms, such as dramatic play, puppets and role-play. Dramatic play is spontaneous and free of teacher direction. Children identify themselves with persons or things with which they have firsthand contact. Children imitate adult roles as they pretend to be moms, dads, firefighters or shopkeepers. A child who hesitates to speak with others or before a group may express him or herself freely through a puppet. Creative dramatics can help children gain insight into their own feelings and experiences. Areas for housekeeping, family role-playing, various props and dress-up clothes, and job role-playing provide opportunities for interaction and communication.

Small Muscle Coordination is developed through the use of materials that encourage exploration with hands and fingers. Experiences with puzzles, threading beads, sorting objects, clay, gears, peg boards, scissors, sewing cards, stacking blocks & figures, tracing and buttoning increase visual-motor skills and muscle control.

Large Muscle development is provided for mainly during the time that the children are outside or in the large muscle room. It is our goal to help children achieve mastery over their bodies and be physically fit through enjoyable activities such as the use of riding toys, balls, climbing apparatus, balance beams, large balls, jump ropes and tunnels for crawling. As children gain body control, they become more confident in themselves and expand their self-concept.

General Information



PROGRAM

Our program is designed to stimulate and challenge each 3-5 year old child at this most critical learning period in his/her development. We do not discriminate on the basis of color, creed or national origin. The school is licensed through the Minnesota Department of Human Services, Division of Licensing (651-431-6500) and adheres strictly to their standards. We are licensed for 20 children per session. Our teachers are certified and experienced in preschool education and child development. A program plan is available upon request from the director. Snacks are furnished daily through volunteer contributions of parents.

TIME - Morning hours are 9:10 to 11:45am.

(A late fee may be charged for parents who pick up children after 11:50am)

SAMPLE SCHEDULE OF DAILY PROGRAM

Our schedule is planned to include a balance between structured and unstructured; active and quiet; learning and playing; and individual and group activities. The length of activity time is kept flexible to allow for age, individual, and group differences. We try to maintain the sequence of daily activities to promote the independence and security of following a familiar routine.

9:10-9:25	Arrival time. Children are greeted individually by the teacher. Small manipulatives, creative play, & blocks are available for children to choose.
9:25-9:50	Large Group Time. Introduce unit topics and art activity. Sharing Time, Weather, Calendar.
9:50-10:25	Interest centers such as books, puzzles, small manipulatives, crafts & table activities with teachers, science table, housekeeping/creative play & blocks.
10:25-10:40	Music, rhythms, rhythm instruments, movement activities, Weekly Reader.
10:40-10:50	Washing hands for snack. Bathroom time.
10:50-11:00	Snack & Visiting Time. While gathered in a family-style setting, children & teachers explore the tastes, textures, & colors of their snack, while visiting & sharing other life stories.
11:00-11:40	Large Muscle Time and Group Time with stories, fingerplays, & songs.
11:35-11:45	Review day and prepare for dismissal.

CONFERENCES AND PARENT PARTICIPATION

The goal of our preschool is to serve as a partner with the parents in nurturing their children. Parent-teacher communication is critical in order to achieve a mutual understanding of each child. Parents may contact our teachers or director any time a question arises. Two scheduled conferences are held each year providing parents with information regarding their child's intellectual, physical, social, and emotional growth. This progress report will be included in the child's file. There will be no classes during conference times. Additional conferences may be requested by parents or teachers at any time as needed. Parents are urged to consult with the teacher whenever any questions or problems arise regarding the child at home or school.

There is an orientation meeting for parents and children in September before school begins. A newsletter is sent home each month, keeping parents informed of our unit studies, calendar, special events, and activities. The children prepare a Christmas program for parents in December. Parents are welcome to visit any time preschool is in session. If you have an interest, hobby or talent you'd be willing to share with the children, please let us know!

We welcome parent input and suggestions at any time. Notes, tuition payments, or permission slips sent with your child should be sent in the large compartment of your child's backpack or handed to a staff member.

CALENDAR/WEATHER CLOSINGS

The preschool calendar coincides as closely as possible with the Bloomington Public School schedule. Our classes begin after Labor Day and end before Memorial Day. In the event of a snow storm or other emergency closing due to weather we will follow the decision made by the Bloomington Public School system and broadcast over WCCO-AM radio.

A calendar of events including holidays and many special event days is handed out at orientation in September. School is in session September through May.

ABSENCE

When a child is ill, the Preschool should be notified so that we are aware of health problems. A communicable disease must be reported to the school so that parents of other children can be made aware of possible exposure. Teachers usually wait until all children arrive to begin their first Group Time, so a call is appreciated if children will be absent.

WITHDRAWAL

Parents may withdraw a child from the program at any time. The school requires a 30 day written notice when a child is withdrawing from school. September tuition is not refundable after May 1.

CLOTHING/SCHOOL BAG

Comfortable, washable play clothes should be worn to school. Paint aprons are provided, but with children's creativity clothing can still get dirty so we assume that the clothing children wear to school can get dirty. Soft-soled shoes are preferred for safety reasons.

Please mark the child's name on all outer clothing including shoes, mittens and hats. The outer clothing should be large enough so the children can dress and undress themselves. Since children are dropped off and picked up curbside, winter boots are not necessary at school.



We ask that you send a large backpack (without wheels) or two-handled bag with your child to carry items to and from school. Your child's backpack/bag needs to be large enough for your child to independently put art items into it. Backpacks with zippers are easier for children to open and shut than ones with buckles.

We would also like books, toys, etc. that your child brings to school for Sharing Time to be marked. No guns or gunplay is allowed at preschool. Remember to label whatever you can with your child's name!

RESEARCH/PUBLIC RELATIONS/PHOTOGRAPHS

Prior written permission will be obtained from the parent before a child is involved in research or public relations activities involving a child while at the preschool or when advance notice is given the preschool of potential public relations activities involving the children off-site (i.e. during a field trip). This permission form will be maintained in your child's file.

Occasionally photographs will be taken of the children and put on display.

TRANSPORTATION/FIELD TRIPS/CARPOOLS

Parents are responsible for transporting their child to and from school. If you participate in a carpool, please inform the director in writing. Lists of addresses are available at orientation in September. If someone other than yourself or carpool is to pick up your child, the teacher must be notified in writing.

We take several field trips each year. Buses are used. A written parental permission will be obtained before any field trip. Only children who have returned signed permission slips will be able to go on each field trip. We are unable to accommodate any additional children (i.e. siblings, daycare children, etc.) on field trips.

PETS

Due to safety issues, we are not able to welcome family pets into our classroom.

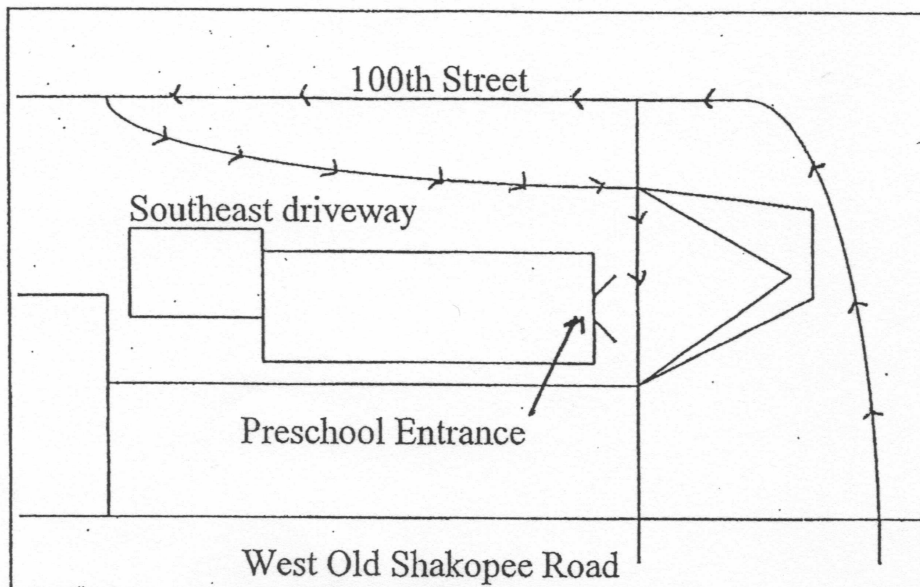
STUDENT DROP-OFF AND PICK-UP PROCEDURES

Easy and safe curbside drop-off and pick-up of students is provided by our preschool. As students enter the building each is warmly and individually greeted by our staff. They will be assisted as needed with removing their outerwear and settling into the daily routine.

Please Note: Students arriving prior to 9:10 or leaving after 11:50 will be charged the Early Arrival/Late Pickup standard fee. Thank you for your cooperation!

At the close of each day students line up at the outside entrance to the school and are escorted by the staff directly to your awaiting car. To assist in a smooth dismissal, we ask that you follow these directions:

Enter the southeast church driveway via 100th Street following the map shown below. At Pick-Up time, please stay in your car and drive ahead to buckle up your child so we can keep the line moving. For safety, we ask that no one walk across the driveway at the beginning or ending of the day.



Financial Information

REGISTRATION

Application forms and a registration fee are accepted in the order in which they are received. The fees are not refundable. We encourage anyone interested in our program to come for a pre-admission conference and visit to allow you an opportunity to get to know us and for us to meet you and your child. Our address is 1701 West Old Shakopee Road in Bloomington. Our telephone number is 952-881-5801, ext. 108. Our e-mail address is kristink@stlukesbloomington.org. Our website is: www.stlukesbloomington.org/preschool.

TUITION

Monthly rates are determined by taking the total cost per child/year and dividing that by 9 months to make equal payments. There is no reduction for illnesses, family vacations or other absences. Tuition for September is due within 30 days of acceptance to the program. Thereafter, each month's tuition is to be paid during the week of the 15th in advance of the month due (i.e. October tuition is due the week of September 15th). No monthly invoice for payment will be issued by the school.



Health and Safety

MEDICAL

The school provides a Health Care Summary and Immunization Record which are to be completed by the child's physician and his/her parents. These are to be returned before the first day of school. State law requires that immunizations must be up-to-date before the child enters preschool. The director or other staff person will notify parents if a child becomes ill at school. If the parent cannot be reached, we will call whoever is specified as an emergency number. While awaiting the parent, the child will be resting away from the other children and watched over by the director, assistant teacher, or a teacher. In an extreme emergency, health or accident, we will first call the Bloomington Emergency Unit and then the parent and/or doctor. The child will be transported to the appropriate medical facility by the local emergency unit for treatment if the local emergency resource deems it necessary at the expense of the parents or their medical insurance. Our staff has had training in First Aid and CPR.

INSURANCE

Children are covered by their own medical insurance in the event that a local emergency unit is needed and/or hospital services are used. St. Luke's Lutheran Church provides accident insurance. The church carries liability coverage with Church Mutual Insurance Company. For field trips the bus company carries insurance coverage for our group.

ILLNESS/ABSENCE

Children should be kept at home if they are ill. Upon the child's return to school, he/she should be able to participate in all indoor and outdoor activities. Contact the school immediately if your child has a communicable disease or infection so we can send notices home with other children in the class. We do not administer medication at school.



According to the Department of Human Services Rule 3, 9503.0080 a "sick" child includes a child: a) with a contagious condition which has not been treated sufficiently to reduce the health risk to others; b) with chicken pox, until no longer infectious or until lesions are crusted over; c) who has vomited two or more times since admission that day; d) who has had three or more abnormally loose stools since admission that day; e) who has contagious conjunctivitis or pus draining from the eye; f) who has a bacterial infection such as streptococcal or impetigo and has not completed 24 hours of antimicrobial therapy; g) who has unexplained lethargy; h) who has lice, ringworm, or scabies that is untreated and contagious to others; i) who has 100 degree F axillary or higher temperature of undiagnosed origin before fever-reducing medication is given; j) who has an undiagnosed rash or a rash attributable to a contagious illness or condition; k) who has significant respiratory distress; l) who is not able to participate in program activities with reasonable comfort; or m) who requires more care than the staff can provide without compromising the health and safety of other children in their care.

Our teachers like to wait to begin their first Group Time until all the children have arrived so we ask that you **call the preschool (952-881-5801, ext. 108) or e-mail (preschool@stlukesbloomington.org) if your child will not be attending school due to illness.**

PROVISIONS FOR SPECIAL NEEDS OF INDIVIDUAL CHILDREN

We do not have special equipment or trained teachers for severely handicapped children, but will work with parents and special needs professionals for the benefit of the child and will make referrals for other special help. Children must be toilet trained prior to starting school since the preschool does not have diaper-changing facilities.

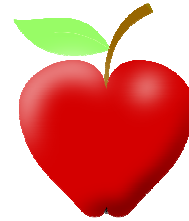
If your child has allergies, please alert the director and your teacher to specific information related to your child -- what symptoms to watch for, what to avoid, how severe the reactions are, and whatever other information would be helpful to us.

SNACKS

Parents provide daily snacks. Here are some nutritious snack ideas:

animal crackers	string cheese	vanilla wafers	cereal
fruit	soft granola bars	mini-muffins	bananas
pretzels	hull-less popcorn	crackers	
cereal bars	graham crackers	goldfish crackers	
mini-Ritz	trail mix (no peanuts or peanut butter)		

- * We supply the cups and napkins, but donations are welcome!
- * Snack sharing items need not cost a lot --- children love crackers, cereal, fruit etc.
- * We will provide water for the children to drink.
- * Items are to be commercially prepared.
- * Please don't send sweets. We ask that daily snack items be nutritious.



GRIEVANCES

All problems or grievances that need to be reported to St. Luke's Christian Preschool must be brought to the attention of the director of the preschool within a 24 hour time line from the time of the actual concern problem. The director and concerned parties will discuss the grievance and come to an agreement about how the issue should be handled. If this meeting does not satisfactorily address the grievance, the same procedure will be used, addressing the issue with the following people until an agreement or solution:

- 1) preschool director
- 2) director and senior teacher
- 3) preschool Board members
- 4) church education committee
- 5) church pastor

REPORTING POLICY

Any person may voluntarily report child abuse or neglect. As a licensed facility we are legally required to report suspected child abuse or neglect. Reports concerning a child development center are to be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-297-4123. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Hennepin County Child Protection at 612-348-3552 or local law enforcement at 952-563-4900.

BEHAVIOR GUIDANCE

The ultimate goal for each child and all individuals is an acquisition of self-control. Gradually children learn how to make their own decisions and whether or not their behavior is acceptable to others. Adults can help children and guide them in the process of independent decision making. We try to maintain consistent limits for each child. Redirection, talking to the child, modeling expected positive behavior or removing a child temporarily from a situation to a different activity are used by the teachers when needed.

St. Luke's Christian Preschool reserves the right to dismiss a child after consultation with the parents when the welfare of the child or the group would make this advisable.

St. Luke's Christian Preschool has the following guidelines for developmentally appropriate guidance of young children from the position statement by the National Association for the Education of Young Children:

1. Children are in the process of learning acceptable behavior.
2. An effective guidance approach is preventative because it respects feelings even while it addresses behavior.
3. Adults need to understand the reasons for children's behavior.
4. A supportive relationship between an adult and a child is the most critical component of effective guidance.
5. Adults use forms of guidance and group management that help children learn self-control and responsiveness to the needs of others.
6. Adults model appropriate expression of their feelings.
7. Adults continue to learn as they teach.

Board and Staff

St. Luke's Christian Preschool is a non-profit preschool sponsored by St. Luke's Lutheran Church as a community service. It is governed by the Preschool Board comprised of education-oriented church members, past or present parents of students, a church council representative, a church pastor, and the director of the preschool.

BOARD MEMBERS consist of Church Members; the Council Representative for Children, Youth, and Families; St. Luke's Deacon; the Preschool Director; and St. Luke's Senior Pastor.

TEACHING STAFF

Stephanie Gustafson, Head Teacher

Carol Kuhl, Assistant Teacher on Mon., Tues., and Thursday

Diane Bongiorno, Assistant Teacher on Wed. and Friday

Kristin Kaiser, Director (*available during the school year for administrative duties and to answer any questions you may have*).

