



St. Luke Preschool

Building foundations to last a lifetime

Saint Luke Preschool
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HANDBOOK

“Then Jesus called for the children and said to the disciples, ‘Let the children come to me. Don’t stop them! For the Kingdom of God belongs to those who are like these children. I tell you the truth, anyone who doesn’t receive the Kingdom of God like a child will never enter it.’”

Luke 18:16-17 (NLT)

PURPOSE

St. Luke Preschool provides a wholesome Christian environment where children are nurtured and encouraged to grow spiritually, academically, emotionally, and socially.

PROGRAM

St. Luke Preschool’s program is built upon the belief that play is the way young children learn. Play is the child’s natural approach to experiencing life situations and interacting with his/her environment.

SCHOOL HOURS: 8:30 a.m. - 12:30 p.m.

Drop-Off 8:30 a.m. to 8:50 a.m.

Pick-Up 12:10 p.m. to 12:30 p.m.

ST. LUKE PRESCHOOL PROGRAMS

One-Year-Old Program: The one-year-old classroom is a toddler-friendly environment where most children are having their first experience away from home. We strive to make this easy by quickly immersing the children into a morning routine. Early language development is encouraged during reading and music time while socialization skills improve as we enjoy playtime with our friends. Outdoor time is enjoyed with rides in the Bye-Bye Buggy.

Two-Year-Old Program: The two-year-old classroom provides a loving environment where independence is encouraged and readiness skills are introduced. Children use paint, scissors, puzzles, play dough and manipulatives to develop fine motor strength. We begin to participate more actively during circle time activities. Sharing, caring, and respecting our teachers and friends are integral parts of the growing world of the two-year-old child.

Three-Year-Old Program: The three-year-old classroom is a caring and positive space where children continue to learn to play cooperatively, follow instructions and become more self-reliant. We spend many hours playing, creating art and looking at books. We develop our hand/eye coordination through finger plays, games, cutting or drawing. Our goal is to guide the children to a continued positive self-image while developing the social and emotional adjustment needed for more “academic” instruction.

Four-Year-Old Program: The four-year-old classroom is a child-centered place designed to foster happy, caring, and independent children. Children are introduced to the alphabet and letter sounds. They further develop problem-solving abilities with their enhanced verbal skills. They play in a positive, creative and flexible classroom using dramatic play, stories, singing, cooking, manipulative games and many special activities to interact with the world. It is a positive, creative, flexible and individualized program.

LOADING AND UNLOADING PROCEDURES

- ALL children are to be dropped off in the car line. Car tags with the student's name should be hung from the rearview mirror EVERY DAY.
- Car tags will be handed out during parent/teacher conferences. Additional and replacement tags are available upon request from the Director.
- During fair weather, loading and unloading occurs at the Pre-school entrance of the educational building.
- During inclement weather, loading and unloading occurs at the covered entrance at the Williams Lobby. Signs will direct carpoolers accordingly.
- Children may be picked up only by the individuals listed on the child's information sheet. The child's teacher or the director must be notified if anyone other than those designated will be picking up a child.

LATE PICK-UP FEES

Pick-ups after 12:30 p.m. will result in a late fee of \$5. The fee will increase by \$5 for every additional 10 minutes thereafter.

TUITION

- Tuition is due and payable one month in advance beginning in August and ending in April.
- Payments (via cash, check or auto-withdrawal) are due on the first day of the month. A \$25 late fee is assessed for any tuition not received by the fifth day of the month.
- Families with multiple children currently enrolled at St. Luke Preschool receive a 10% discount off the lowest tuition.
- You may set up auto-withdrawal. Information regarding draft payments will be mailed during the summer.
- Please make checks payable to St. Luke Preschool.

TUITION RATES

ONE-YEAR OLDS	TWO-YEAR OLDS	THREE/FOUR YEAR OLDS
Two Days \$165	Two Days \$155	Two Days \$145
Three Days \$245	Three Days \$225	Three Days \$210
	Five Days \$365	Five Days \$340

MADGE OLDHAM SCHOLARSHIP FUND

St. Luke Preschool offers a scholarship program for long-term and short-term use. A formal letter stating your desire for a scholarship should be written to the Preschool board. The Board and Director work together to assess issuance on a case-by-case basis.

INCLEMENT WEATHER - SCHOOL CLOSINGS AND DELAYS

Lee County Schools closed	Preschool closed
Lee County Schools one hour delay	Preschool delayed one hour Preschool opens at 9:30 a.m.
Lee County Schools two hour delay	Preschool delayed two hours Preschool opens at 10:30 a.m.
Lee County Schools three hour delay	Preschool closed

ENROLLMENT

- Enrollment for the next year is NOT AUTOMATIC.
- A non-refundable registration fee is paid for each child every year that they are enrolled.
- Priority enrollment for currently enrolled students and church members begins in January. There is no enrollment prior to that time.
- Enrollment for the general public begins on February 1.
- A child must turn the age of the class in which they are enrolling by August 31 of the school year in order to ensure that their progress is in accordance with admission requirements for public school.

ABSENCES AND WITHDRAWALS

The courtesy of one month's notice is requested if you are planning to withdraw your child. No refunds are given if a child is withdrawn before a month is completed. Tuition charges continue if a child is kept home temporarily for illness or for other reasons. This payment reserves your child's place in the program.

SCHOOL CLOSURES

If the preschool is temporarily closed as a health precaution or for any reason beyond the control of the school, tuition shall continue to be charged.

SPECIAL CLASSES

CHAPEL

Children attend Chapel Time with members of the ministerial staff of St. Luke UMC in the Parker Chapel.

TRIKES

Each week children will have the opportunity to ride trikes with their class on our paved children's road next to the Alan Martin playground. The preschool has helmets for use by all children. We suggest that students bring their own helmet from home on the days that their class rides trikes.

SOCCER SHOTS

Three- and four-year old children attending preschool three or five days a week will participate in an 8-week session of Soccer Shots.

SERVICES

If you believe your child needs services, such as speech, behavioral, physical, etc., Lee County Schools can provide these services. See the director for further instructions and advice.

DAILY CONSIDERATIONS

CLOTHES

Please dress your children in comfortable, weather-appropriate, play clothing with shoes that make indoor and outdoor play safe and fun. Classes go outside when the temperature is at least 40 degrees Fahrenheit and above.

POTTY TRAINING

Children in our three-year-old and four-year-old programs must be potty trained prior to the beginning of the school year.

PLAYGROUND/CHRISTIAN LIFE CENTER

Our church provides playgrounds for younger and older children and we encourage daily outside playground time. During inclement weather, our children can play indoors in the Davenport Christian Life Center.

LUNCH AND SNACK

Children will eat a snack and lunch at school each day. They should bring a packed lunch from home each day that does not require refrigeration or reheating. Parents will be asked to bring a large snack at the beginning of the year that can be shared with the class.

PHYSICAL CONSIDERATIONS

Immunization Record: All children are required to be current on all immunizations and parents must provide an up-to-date Immunization Record as proof of immunization prior to the start of preschool.

Precaution: Parents should advise the preschool if their child has any allergy or handicap as well as whether the child is under a doctor's care for this condition. This information enables the Preschool to continue correct care during preschool hours.

BEHAVIORAL CONSIDERATIONS

If or when a child's behavior becomes so disruptive that the welfare of the group or particular children within the group is threatened, the teacher will:

1. Talk to the parents.
2. Work with the parents on corrective solutions in order to create healthy behaviors for the child and the classroom.
3. After conscientious effort has been attempted by all parties without success, parents will be encouraged to seek professional services.
4. Continued enrollment in school will be determined by the Preschool Board, who will take into consideration the opinions of all professional parties such as the teacher, administration and possible service providers.

PARTY POLICES

We will have six seasonal parties to be conducted during the school day. They are as follows:

1. Halloween, Thanksgiving, Christmas, Valentine's Day, Easter and End-of-the-Year.
2. Birthday celebrations are optional.

SICKNESS

If your child is sick, do not send him or her to school. Children must be symptom-free for 24 hours before returning to school after any illness.