



Parent – Student Handbook  
Preschool-5<sup>th</sup> grades

2022-2023

ST. PAUL'S LUTHERAN SCHOOL



312 West 3<sup>rd</sup> Street  
Ogallala, Nebraska 69153  
308-284-2688

Website: [www.StPaulsOgallala.org/](http://www.StPaulsOgallala.org/)

## **Administration / Staff**

Pastor	Rev. Albert Bader
Head Teacher	Mrs. Dru Lutkehus
Grades 3,4,5	Mrs. Kyra Fricke
Grades 1, 2	Mrs. Grace Brott
Kindergarten	Mrs. Dru Lutkehus
Preschool	Mrs. Aimee Lunkwitz
Secretary	Mrs. Rachel Ervin
Assistant Secretary	Mrs. Gail Tagtmeyer
Custodian	Mrs. Kathy Walton

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## WELCOME TO ST. PAUL'S LUTHERAN SCHOOL

We welcome you to St. Paul's Lutheran School! We have been in existence since 1943 in Ogallala. Our school operates for many reasons. The main reason is the importance of children in the kingdom of God and sharing the message of salvation through Jesus Christ with them. Jesus tells us very clearly in His teaching that we are to allow the children to come to Him. We at St. Paul's Lutheran Church and School believe that the best way to allow the children to come to Him is to teach the children about God and salvation on a daily basis in our school so they can go out and share the Good News of what Christ has done for them with others as bold believers in Christ.

On another occasion in Jesus' teaching he instructed His disciples, Peter in particular, to "Feed My Sheep, ... Feed My Lambs, ... Feed My Sheep." We believe that the mention of Lambs specifically refers to children. Our congregation made a decision back in 1943 to begin a full-time elementary school in order to carry out Jesus' commands. We continue to be blessed by being able to provide for the children in our church and in our community!

The Old Testament book of Proverbs includes many points of good Christian advice. In the 22<sup>nd</sup> chapter we are told to "Train children in the right way, and when old, they will not stray." The training of children is the task of parents. St. Paul's Lutheran School exists to assist parents as they strive to follow the advice in Proverbs. We do such training on a daily basis as the children study not only God's Word but also the regular school subjects of an elementary school. In addition to the teaching, we are able to give Christian guidance to children as they mature in their social interactions. "Jesus Christ at work and play every minute of every day!"

Our mission reads as follows:

**St. Paul's Lutheran School, under the power of the Triune God, strives to help children reach their full potential as Christian citizens of the world.**

We carry out our mission in several ways:

1. We call or contract Christian teachers who are mature adults in their faith, who are teachers of the highest caliber, and who are state certified in the area in which they are teaching.
2. We offer the best possible education for the students at each level within our school.
3. We encourage parents to be part of the educational experience of their children.
4. We provide a safe and pleasant environment in which the students and staff may learn and teach.
5. We offer services for students of all educational levels.
6. We, the staff, work together for the benefit of each student.

St. Paul's Lutheran School is operated by St. Paul's Lutheran Church and is under the direct supervision of the elected Board of Education. The principal or head teacher is designated by the Board of Education to carry out the policies adopted by the Board and to operate the school in compliance with the State of Nebraska regulations as they apply to the school.

Our school admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at St. Paul's. We do not discriminate on the basis of race in educational policies, admissions policies, scholarship or loan program or any other school administered programs.

The staff of St. Paul's Lutheran School understands that the school is a part of the total ministry of St. Paul's Lutheran Church and as such our approach to the education of the child is different than that of other schools. We are not only interested in the educational and social progress of the children, but also the spiritual development of the child.

In addition, we offer ministry to the whole family. The task of guiding children is not always an easy task and we are available to offer advice, give direction to persons or agencies who offer help, or to simply listen as we partner with you in guiding children through their childhood to adulthood.

**Enrollment:** Students may be enrolled as room is available. In order to enroll your child or children, you need to contact the school, fill out an enrollment form, and meet with the principal. New

students are admitted subject to a nine-week probationary period to ensure St. Paul's Lutheran School is able to meet the child's needs.

In order for students to be enrolled and attend classes all immunizations must be up to date, the child's immunization record, and the Children's Record (DHHS Form) must be filled out, including health information, emergency contacts, and named individuals authorized to pick up the student **must be received within 30 days prior to the start of school.**

Age of Enrollment: We operate under the same age requirements as the public schools in the Ogallala Public School District. The child must be 3, 4 or 5 years old before July 31<sup>st</sup> to enter the 3 or 4 year old Preschool class or the Kindergarten class. Preschool children must be toilet trained. No pull ups or diapers may be worn.

**Tuition and Fees: The members of St. Paul's Lutheran Church are committed to providing a Christian Education for the community. The church provides 95% of the operational cost of the school through offerings.**

Our school receives no public money for its operating budget; therefore parents need to pay a fee to help with the educational costs. An annual Enrollment fee of **\$1200** is required of each student in preschool through fifth grade. The first payment of **\$600** is due **30 days prior to the first day of school. Payment is required to secure enrollment.** The remaining **\$600** will be required to be paid in full by January 1<sup>st</sup> in order to have your child officially enrolled and registered for the 2<sup>nd</sup> Semester. No child may attend school until officially paid and registered. Registration preference is given to current students, families of current students, and members of St. Paul's Lutheran Church.

**Tuition Refunds:** The School Board has authority on tuition refunds and each case is considered individually. These requests will be discussed at the next regular School Board meeting. All communications for refunds will be communicated via the Head Teacher and the St. Paul's Lutheran School Office in writing.

Tuition refunds for new students withdrawing before July 1<sup>st</sup> of the current school year shall be refunded less the \$100 curriculum fee.

*Preschool - 5th Grade:* The cost to educate each child in our school is approximately \$600 per month. However, through the generosity of the members of St. Paul's Lutheran Church, each registered and officially enrolled student has received an annual scholarship thus making the fee to be a student of St Paul's Lutheran School a final total of \$1200 per student per School Year.

**Appropriate Use of Images (Audio and / or Visual):** During the course of academic, athletic, musical, and extra-curricular activities and events of St. Paul's Lutheran School, audio, video, or still photograph recordings may be made. Parents and/or guardians give permission for the school and its authorized agencies to use these recordings for promotional, academic, or other purposes subject to the following limitations:

- Students' images or voices will not be altered or presented in a demeaning manner.
- Material included as a part of the recording will not lead to a stranger's ability to identify a child's first and last names, home address, or the like.
- Student safety will receive the highest priority in recording or disseminating the recording.

Parents may, upon advanced written notice, request that their child's image or voice not be included in any such recordings.

**Arrival / Departure:** *See the diagram on page 7.*

**Arrival:** Students in Preschool through fifth grade should arrive at school after 7:50 a.m. since the teachers do not supervise the students prior to 7:50 a.m. The Ogallala Police Department has requested **no double parking** when dropping off students. To aid our families we will put orange safety cones along the sidewalk on the south side of the building, this will be a safe zone for our students. You may pull into the parking lot from the east (West B Street). If you would like to park, please use the parking areas **south of the alley/driveway** and leave the west end of the alley as an exit. If you would like to drop off your child please let them out next to



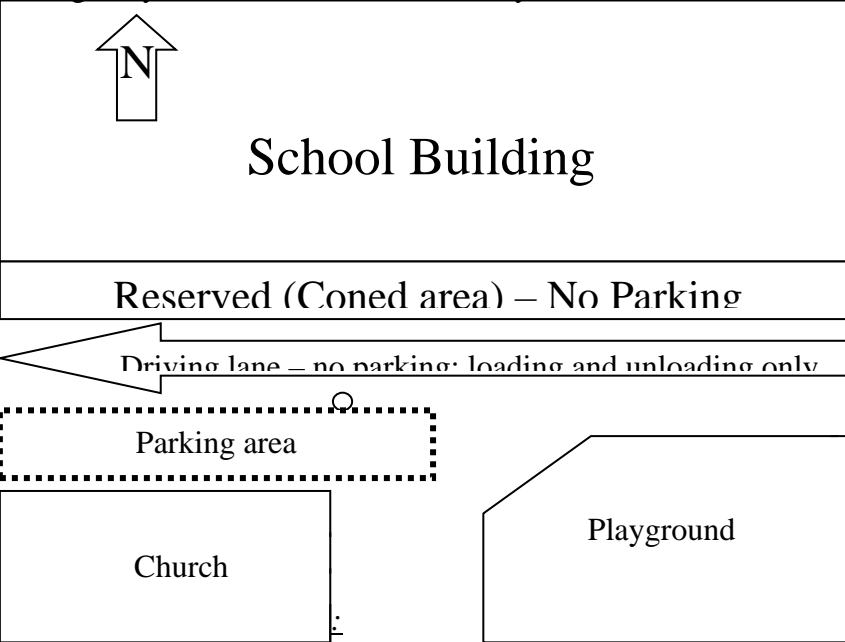
the cones and have them wait inside the coned area until the south door opens at 7:50 a.m. A student who is not in his/her classroom **and in his/her seat** at the 8:00 a.m. bell will be counted tardy. Preschool students should arrive at school after 7:50 a.m. and before 8:00 a.m. Afternoon preschool students should use the north door after 11:50 a.m. and before 12 noon.

Departure: The Preschool – 5<sup>th</sup> grade students will leave the building by the **south** entrance.

Students are to leave the building and grounds within 15 minutes after being dismissed from school.

*The morning Preschool children are picked up on the south side of the building at 11:00 a.m. Afternoon PK-5th grade children are picked up in the parking lot on the south side of the building at 3:00 p.m. Please enter the parking lot from the east side, leaving room for two rows of cars, and exit on the west side. **Please come to the sidewalk to get your child/children to maintain safety.***

Students will NOT be released to individuals who are not listed on the Children’s Record (DHHS form). You may update this form during the year, or fill out a new one as your circumstances dictate.



## The Nebraska Law (79-201)

“Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial day schools each day that such school is open and in session except when excused by school authorities, unless such child has been graduated from high school.”

### St. Paul’s Lutheran School Policy

All students are expected to attend school each day it is in session and to be **on time** for classes in order to gain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance habits and class failure. Students who have good attendance habits generally achieve higher grades, enjoy school more and are much more responsible after leaving school.

The absence count will start upon the student’s first official day of enrollment. Please be on time with the student in his or her classroom by 8 a.m. Every three tardies will count as a day of absence and will be included in the attendance limit. No matter the length of the school day, a student is expected to attend the full session.

### Attendance Policy Procedures – as per State Law:

After ten absences throughout the school year, a form letter will be sent to the parent/caregiver.

After fifteen absences, a form letter will be sent and a conference scheduled with the parent/caregiver.

After twenty absences, a form letter will be sent to the parent/caregiver. The proper authorities will be contacted by the principal/head teacher. The principal/head teacher will communicate the number of absences and the concern that when a student misses this many days of school that this may be considered a form of educational neglect on the parent/caregiver’s part.

Any more absences will automatically be communicated to the

proper authorities as educational neglect by the parent/caregiver.

The end result for the student could be grade retention. The principal/head teacher will review each case on its own merit.

### *Absences or Tardies*

**We require a note which is signed by the parent/caregiver stating the day and reason for an absence or tardy.** If you know that your child will be absent on a day, you are required to give the teacher a note before the fact. We are then able to supply the assignments which can be completed by the child before returning to school.

Assignments may not be available prior to an extended absence such as a vacation. Any work missed can be made up upon the return of the student to school.

In the event that a student must leave school earlier than the end of school, for the student's safety, a note must be given to the teacher ahead of time and the student must be picked up and signed out through the school office.

**Behavior:** We strive to make acceptable behavior a habit. **Jesus told us in Matthew 5:16 to “Let your light shine before men, that they may see your good deeds and praise your Father in heaven.”** Since we are not yet in heaven and specifics for behavior are needed, the following rules are needed. We have tried to keep such rules to a minimum.

### ***Inside the Building:***

All students should enter through the south doors and students should walk, be quiet, and orderly while in the building. **Students are not allowed in the balcony, janitor supply room, kitchen, parlor, storage rooms, or office without specific permission from the teachers.**

No eating of food or candy will be allowed in the building except at teacher designated times such as lunch, snack time, or special occasions. Soda pop is not allowed at school. Chewing gum is only allowed by teacher permission. Lunches will be eaten in the gym area outside of the kitchen serving area.

### ***In the Classroom:***

The expectation for each classroom is:

- Keep hands, feet, and other objects to self
- Follow directions
- Walk quietly
- Be respectful.
- No vulgar language

### ***On the Playground:***

All students need to play in the fenced play area, on the parking lot graveled area or, with specific teacher permission, the west grass area. Snowballs, rocks, etc. should not be thrown. Roller blades, roller skates, bicycles, and skateboards are not to be used during the school day.

Slide: Only travel down the slide, feet first, sitting on bottom.

Monkey Bars: Hang by hands only, Do Not crawl across the top or sit on the top.

Swings: Face north, sit (do not lay on stomach) to swing, Do Not twist the chains, Do Not move sideways, Do Not jump out while the swing is in motion.

Climbing Apparatus: Do Not push or pull on others, Do Not jump from the top.

Soccer or Football: Hands off still applies. Ask the teacher on duty to retrieve a ball. If this happens twice in the same game the game will end and the students will need to play another game.

Tetherball: The ball should be hit with the hand, no grabbing or catching the ball or rope. There is a two-minute limit if others are waiting.

Other rules and guidelines still apply as appropriate to a playground with the following clarifications: Hands off other children except to tag; this includes not grabbing clothing. Students are to stay in sight of the teacher or supervisor at all times. Other rules the playground teacher or supervisor deem necessary will apply.

***General policy for dealing with disobedient students:***

First offense – A verbal/written warning will be given by the teacher.

Second offense – Student may lose a privilege.

Third offense – The parent/caregiver will be notified. The student may be required to stay after school or the parent/caregiver may be asked to pick up the child for the remainder of the day. If necessary, a meeting with the parent/caregiver will be arranged and further disciplinary action may be taken, including suspensions or expulsion.

Fourth offense - Reported to head teacher/principal.

**Birthday Treats:** We welcome birthday treats. In the event of a summer birthday, many of the classrooms celebrate your child’s half birthday – check with your child’s teacher for more information.

**Calendar:** The school calendar is included with the handbook on a separate sheet of paper and is also available on our website. Please post it somewhere in order to be aware of scheduled vacation and conference days and early dismissals when your child will not be in school. Since it is a working calendar, there may be changes but we will attempt to keep the changes to a minimum. You will be notified in advance of any changes.

**Cell Phones:** Cell phones and other electronic devices are expensive, useful tools. As a general rule these should **NOT** be brought to school. If they must be brought, they must stay in the child’s backpack unless specifically directed by a teacher to do otherwise.

**Chapel:** Chapel service is conducted in the sanctuary of the church (weather permitting). The chapel service to accommodate the three year old preschool will be on the 3<sup>rd</sup> Tuesday. All other services are on Wednesday. Times for chapel are 8:15 except the 4<sup>th</sup> Wednesday. Time for the 4<sup>th</sup> Wednesday service is 12:30. Parents/care givers are invited to attend whenever possible. An offering is collected at each service and the proceeds are designated for selected mission projects. We have a Mission Board display in the south entryway off the gym with information about each quarter’s mission. This is a wonderful way to teach children about

giving to others out of gratitude for Christ's love.

**Child Abuse Reporting:** In accord with Nebraska law, the school staff, including our secretaries, is obligated to report any evidence of physical abuse, neglect, or sexual abuse of any child in our care. The school will not contact parents in advance of making a report to legal authorities as we normally would in other circumstances. School staff will make such reports in the best interest of the affected child, and do not have any legal alternative except to make the report to the proper authorities for their inspection and review.

**Choir:** All of the children enrolled in the school participate in school choir. The choir sings during a church service at St. Paul's Lutheran Church periodically during the school year. Your child is expected to attend the service when his/her choir is scheduled to sing. You will receive notice of the service assigned at least a month ahead of time.

**Clothing / Hair:** We ask that the parent/caregiver monitor what their student wears to school in order to see that their clothes are clean and appropriate. Students' hair should be natural in color. In general, clothes, hair styles, make up or jewelry should not be of a nature that they cause undue attention to the individual student.

***Sandals or flip flops should not be worn to school.*** Appropriate shoes for running should be worn, or must be brought and changed into, for physical education classes. The students need to wear boots (not the shoes they are wearing in the classroom) when the grounds are muddy or when snow is on the ground.

**Clothes with offensive pictures or words are not to be worn.** Clothes that advertise liquor, tobacco, or other drugs are not to be worn. Clothes that have double meaning words or phrases printed on them or grotesque pictures are not to be worn. The teacher and principal/head teacher will decide if the clothes are inappropriate.

**Spaghetti strap tops, midriff shirts, tank tops (sleeveless okay), cut off shorts, short skirts, and short shorts may not be worn at school.** Shorts or skirts need to be as long as the student's finger tips when the student is standing and has hands normally extended. We suggest that girls wear shorts under skirts. **Undergarments are not**

**to be seen.** Caps should not be worn in the building. The principal/head teacher and teacher will determine if a student's clothes do not meet the above criteria and a parent may be notified to bring a change of clothes for their students.

**Communication:** St. Paul's Lutheran School strives to have open lines of communication. To make sure information is being received by all parents/caregivers we ask that you keep the office ([contact@StPaulsOgallala.org](mailto:contact@StPaulsOgallala.org)) updated with your current email address. Our main source of communication is through email. We also post information on our website at [www.StPaulsOgallala.org](http://www.StPaulsOgallala.org) and on our facebook page at [www.facebook.com/stpaulslutheranogallala](http://www.facebook.com/stpaulslutheranogallala). If you would like a paper copy of information instead of email, contact the office.

**Days and Times:** The students in **Kindergarten – 5<sup>th</sup> Grade** attend school each weekday from 8:00 a.m. – 3:00 p.m.

The students in the **4 year old preschool** attend school on Monday-Wednesday-Friday from 8:00 a.m.-11:00 am. Afternoon class is from 12 - 3 pm.

The students in the **3 year old preschool** attend school on Tuesday and Thursday from 8:00 a.m. -11:00a.m. If an afternoon class is offered, the hours are from 12 - 3 p.m.

You will receive a school calendar that includes vacation days and other days when the students are not in attendance.

**Emergency Evacuation:** If an emergency arises where an evacuation is necessary, students will proceed to the Kathy Lute Public Library and parents will be notified of the situation.

**Illness:** Healthy children are better prepared and able to learn. In an effort to prevent the spread of germs at school, we use the following guidelines:

Students experiencing the following should be kept home:

- Fever of 100 degrees or above. The student should remain at home until the fever is below 100 degrees, **without medication** for 24 hours.
- Nausea, vomiting, diarrhea, or abdominal pain.

- Unusual drowsiness or tiredness.
- Sore throat.
- Viral cold – the first few days when your child is most uncomfortable.
- Persistent cough.
- Red, inflamed eyes with a discharge.
- Any sore oozing fluid or pus.
- Any rash that has not been diagnosed.
- Head or body lice that has not been treated.
- Other symptoms suggestive of illness.

Students who are treated by medical personnel should receive a release to come back to school. This release should be turned in to the school office. The school reserves the right to require a medical release prior to return to school.

**Meals:** St. Paul’s Lutheran School contracts with OPS and Lunchtime Solutions to provide hot lunch for Kindergarten – 5<sup>th</sup> grades and milk for preschool and Kindergarten – 5<sup>th</sup> grade. These meals are optional and will be provided at a cost of \$3.85 per meal per day. Milk is charged at 50 cents per carton. Please see handout from the office for more information.

**Medication:** St. Paul’s Lutheran School does not have a school nurse on staff. Administering medication is not a recommended procedure for schools, but at times it is necessary. Parents are requested to administer medication at home whenever possible.

When it is necessary for medication to be administered at school, the following guidelines will apply:

- Medication must be sent in its original prescription bottle, complete with the label and doctor’s instructions. The doctor’s instructions must be followed as printed on the label unless a signed note from the doctor explains otherwise.
- Medication must be in a plastic Ziplock bag.
- The student’s parent must fill out a Medication Checkin Sheet which will be kept with the medication in the Ziplock bag.
- Medication must be brought to the school by the parent, or other authorized adult.



- **After the term of medicine administration is completed, the remaining medication must be picked up by the parent, or other authorized adult.**
- Over the counter medication will be administered if it is in the original container, a signed note with parental instructions, and a Medication Check In Sheet is filled out and signed.
- All medication is kept in a locked cabinet in the school office, except inhalers, when necessary, which are kept in the classroom. Students need a doctor's note or prescription label on the inhaler, as well as a signed Medication Check In Sheet, if it will be used at school.
- Administration of medication will be logged in the school office.

**Non-Discrimination Statement:** St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**Parent/Caregiver Participation Policy:** Each parent/caregiver may feel free to contact the teacher with questions or concerns related to their student's progress or our program. The principal/head teacher is available when additional assistance is needed and each parent/caregiver is free to contact the principal/head teacher for such assistance. Please contact the office for an appointment so your question or concern receives full attention.

The parent/caregiver should check the child's book bag daily for classroom information. School notes will be e-mailed whenever possible. Please keep the office notified of your current e-mail address. If you prefer a paper copy of notes, please notify the office and we will send the notes with your oldest child.

The following are some examples of activities that provide parents opportunities to participate in the school: Christmas programs, open

houses, volunteers, fund raising projects, report card consultations, field trips, helping on special days in the classroom, periodic clean up days at school, Parent-Teacher League meetings, closing service, sports contests, spring musical and others. Parents are a vital part of our programs and activities, and we thank you for your involvement and sharing your time and talents!

**Parent Teacher League (PTL):** PTL is for parents and teachers to come together to help make each student's time at St. Paul's Lutheran School a fun and exciting place to learn. We work together to make decisions that will help each student excel in learning their regular school subjects along with God's word. The PTL has meetings throughout the school year and we invite and strongly encourage each parent /caregiver to attend those meetings to help make these important decisions that affect each student. If you have any questions in regard to the Parent Teacher League please email [PTL@StPaulsOgallala.org](mailto:PTL@StPaulsOgallala.org).

**Pets:** Please do not bring pets to school when picking up children. If the pet is in your vehicle, please do not take the pet out.

**Report card and Progress Conferences:** Report card and progress conferences are scheduled near the end of the first and third quarters. Parents/care givers are asked to meet with the student's teacher to discuss the progress of the student. Students' grades are based upon an average of daily and test scores for the quarter. St. Paul's standards for grades are as follows: A= 93-100; B=86-92; C= 85-77; D=76-70; F: 69 and below.

**Telephone:** Students are not to use the telephone without their teacher's permission.

**Threats and Threatening Behavior:** All communication and interaction should be respectful. Those who threaten the safety of students or staff will be dealt with by the teacher and principal/head teacher. If the teacher and principal/head teacher deem it necessary, the threat will be reported to the proper law enforcement agency. Parents of students involved in threatening behavior will need to meet with the teacher and principal/head teacher before the child can return to school. If the threat is considered to be of a lesser nature by the teacher and principal/head teacher, the parents will be

contacted and they will be asked to meet with the teacher and principal/head teacher to discuss the matter. When appropriate, situations may be referred to the School Board for review.

**Tobacco, Drugs and Weapons Policy:** St. Paul’s Lutheran School is a tobacco, drug and weapon free area. Any violations will be addressed by the teacher, principal/head teacher, and the Board of Education.

**Toys:** Toys should not be brought to school without the teacher’s permission.

**USDA Non-Discrimination Statement:** In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. 2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights,

1400 Independence Avenue, SW, Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## Additional Information for Preschool

### **PHILOSOPHY**

*“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6*

*Through our Christian preschool your child will be exposed to the widest possible variety of experiences in order to arouse their curiosity, challenge their physical and intellectual abilities, and encourage self-expression. The first “school” experience should be one which develops a sense of joy, wonder, and curiosity in the world around them. Children should feel confident that they can and should ask questions, try new ideas and, most importantly, explore their skills. They don’t need a formal, regimented schedule of instruction but rather, a setting that provides a variety of experiences and materials for children to look at, touch, handle, and move about.*

*Play lies at the heart of the preschool curriculum. Children learn at play. They learn to use their bodies and cope with the physical world as they play. They learn about other people and how to build relations and extend each other’s experiences. Dramatic play has great value in that children assume different roles and discover what the grown-up world is all about. Their personalities develop as they play and it offers an effective avenue for social and emotional growth.*

*Activities in motor perception, numbers, science, music, religion, social skills, language development, art, and gross motor skills will be a part of a thematic curriculum. Children will learn to know a routine of the day and feel comfortable in it. There will be a balance of indoor and outdoor activity, group and individual time, child-selected, and staff-directed activity. It will be flexible and allow for feelings of children, spontaneous circumstances, and interests of children. There will be time with Jesus as we sing, worship, pray, and learn about Him together.*

## **DISCIPLINE**

*The staff uses positive methods of Christian discipline which encourage self-control, self-direction, self-esteem, and cooperation. Rules of the classroom will be clear and concise and the children are expected to follow them. Verbal reminders and encouragement will be made when necessary to help the child see the need for the rule. If misbehavior persists, a 3-5 minute TIME OUT within the room, followed by a discussion of the situation with the child, will occur. In Christian love, we forgive, and the child will return to the group.*

## **COMMUNICATION**

*A monthly calendar and newsletter will be sent home. Notes will be sent when special events occur. Please feel free to contact me at anytime at church or on my phone. Also check regularly with the school's website ([www.stpaulsogallala.org](http://www.stpaulsogallala.org)) for all school news and important updates. If you are not receiving school e-mails, please let the office know ([contact@StPaulsOgallala.org](mailto:contact@StPaulsOgallala.org)).*

## **FIELD TRIPS**

*Notice of outings will be announced in the monthly newsletter and with a reminder note before the trip. There are quite a few trips in our community within walking distance and occasionally we may need parent/grandparent volunteers.*

## **DAILY SCHEDULE**

*Classes begin at 8:00 a.m. and 12:00 p.m. Children may begin arriving ten minutes before class. If a child needs to be dropped off earlier, let me or the office know and we will see if arrangements can be made for that day. Class dismissal is at 11:00 a.m. and 3:00 p.m. If you are running late in picking your child up, please contact me or the office.*

## **SHOW AND TELL**

*We encourage your guidance in helping your child choose **one** item to bring to school when it is his / her turn for show and tell. This is a great experience for the children in verbal communication, expression, and building self-confidence. Your child will be assigned one day for the week to share their show and tell. If you have a*

*“special attention” show and tell (a new baby brother / sister or pet, etc.) we can make arrangements for your convenience.*

### **SNACKS AND BIRTHDAY TREATS**

*Your child will be assigned a day to bring snacks as indicated by their name on the calendar sent to you each month. Healthy snacks are encouraged, such as cheese, crackers, peanut butter, or fruit. A snack bucket is provided to bring the snacks to school.*

*Birthdays are an exception to this guideline. Have fun being creative!*

*Please let me or the school office know if your child has any food allergies.*

*When it is your child’s designated day for birthday celebration, we invite parents to come for the snack time to share baby pictures and special stories about your child with the class. Snack time will be around 10:00 a.m. or 2:00 p.m. and last about 15 minutes. We will celebrate the ½ birthdays for children with summer birthdays.*

## **HELP YOUR CHILD PREPARE FOR PRESCHOOL**

*There are many things parents can do to help prepare their child for the preschool experience. The following is a list of suggestions:*

- Encourage his/her independence – self-reliance
- Encourage his/her ability to converse.
- Encourage him/her to dress themselves.
- Help them to recognize and hang up their own clothing.
- Allow them to make things with their hands and to explore things around them.
- Show a genuine interest in the things he/she does.
- Teach them good toilet habits and being able to attend to their own needs.
- Keep regular eating and sleeping habits.
- Teach proper use of tissues.
- See to it that the child has pleasant relationships with children and adults other than his/her own family.
- Help him/her to begin to express feelings verbally instead of physically.
- If they show an interest in printing their name, teach them in small manuscript letters – not all capitals.
- Pray and Worship together.
- Spend time in reading and talking with your child every day.
- And last, but not least....

*LOVE – LOVE – LOVE – LOVE – LOVE – LOVE*