

# St. Michael Lutheran Preschool

## Parent Handbook

2022-2023



### St. Michael Lutheran Preschool

Our mission is to provide a safe, loving, Christian environment in which children may grow. Our goal is to build a strong foundation of learning and a successful preschool experience for your child.

## **Contact Information**

St. Michael Lutheran Preschool  
2208 Princess Anne Road  
(757) 689-2629

**Director: Stephanie Kane**  
**Administrative Assistant: Barbara Staudenmaier**

[StMichaelPreschool@gmail.com](mailto:StMichaelPreschool@gmail.com) Website: <http://stmichaelpreschool.weebly.com>

Communication is critical to the child/teacher/parent relationship. Here are some suggestions to help facilitate communication:

- Read all written communication in your children's daily folders.
- Schedule teacher conferences if you have any concerns.
- Check your Email frequently for any updates.
- Notify us immediately of any changes in your contact information or child's health information.

## **Preschool Hours**

We are open from 8:00 AM-6:00 PM

Drop Off: 8:00–8:30 AM

Preschool Hours: 8:30 AM-1:00 PM

Aftercare Program: 1:00 PM -3:00 PM/1:00 PM -6:00 PM

## **Enrollment**

St. Michael Lutheran Preschool serves children from the age of two and a half through 5. We also offer aftercare for school aged children, serving Red Mill, Three Oaks, Princess Anne and Strawbridge Elementary. All children must be fully potty-trained, have current updated immunizations, and health forms upon entrance to the program.

Priority will be given to currently enrolled students or siblings. Additional placements will be filled on a first-come basis. We offer open enrollment throughout the school year if a vacancy is available. Recognizing that there may be more applications than placements available, a waiting list will be utilized if necessary.

If you decide at any time to withdraw your child from the preschool program, we require a 30-day written notice. We reserve the right to request the withdrawal of any child due to lack of payment or non-compliance of the St. Michael Preschool policies and/or procedures.

## Children with Special Needs

St. Michael Preschool follows the guidance set forth by the Commonwealth of Virginia regarding children with special needs. When possible, accommodations will be made to educate the child in the least restrictive environment. Please be mindful that our staff does not hold certifications in special education. If deemed necessary, we can refer you to alternative education programs that best meet your child's needs.

### Registration Forms

1. Proof of Birth (Birth Certificate)
2. Child's Health History with Emergency Authorization
3. Emergency Contact Information Form
4. Permission to Photograph
5. Commonwealth of Va School Entrance Health Form
6. Immunization Records
7. Parent Financial Agreement
8. SMLP Parent Handbook Acknowledgement Form
9. Sunscreen/Bug Repellent Form
10. Vanco EFT Tuition Form

**Please inform the staff if there are any changes during the school year to the following information: phone number, address, emergency contacts, health status, and authorization to release form.** A separate registration fee is required for the school year and the summer program. This registration fee is non-refundable

### Our Curriculum

We utilize many accredited curriculums and well-tested materials to allow us to build a strong foundation of learning and a successful preschool experience for each child. Our key domains are:

- 1. Science and Math-** In the classroom our teachers incorporate both concepts by interactive lessons on counting, sorting, patterning, measuring, telling time, graphing, messy experiments, scientific hypotheses, and much more!
- 2. Language and Literacy-** Repetition journaling, rhyming, vocabulary, letter of the week, reading, tracing, writing, poems.

**3. Circle Time-** Our daily morning routine includes the Pledge of Allegiance, weather, days/months of the year, schedule for the day, counting, daily prayers and spiritual songs, extensive open communication with classmates/teachers, and emotional checks for the day.

**4. Music/Kindles/S.T.E.A.M.-** Throughout the week our students learn vocal approach and incorporate different musical instruments. Kindles enhance our curriculum through technologically advanced educational games and books. S.T.E.A.M. promotes exploratory learning through concepts of Science, Technology, Engineering, Art, and Math.

**5. Social/Emotional Development-** We encourage the children to acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, feel and show empathy for others, maintain positive relationships, set and achieve positive goals, and make responsible decisions.

## **Tuition Payment**

We require a signed parent financial agreement upon enrollment. Parents are expected to be familiar with and follow the guidelines of this contract.

Monthly tuition payments are due the 1<sup>st</sup> of each month. Tuition is based on the annual school year calendar. It is divided into equal monthly payments at your convenience. **Therefore, there is no tuition reduction for school vacations, inclement weather days, holidays or absences.** Arrangements for back-up childcare should be made for these circumstances. Late charges of \$25 are applied after the 10<sup>th</sup> of the month

Tuition fees are based on the hours stated in your financial agreement. If additional hours are needed, they may be paid in advance at the rate of **\$14 per hour**. In the event of a need for late pick-up, we allow a 15-minute grace period without charge. Otherwise, a \$10 late fee will be charged to you after the grace period for every additional 30 minutes. This fee is due on the next business day. If a child is not picked up by 6:00 PM, a late fee of \$20 for every 15 minute increment per child will be charged.

Payments may be received in the form of personal or bank certified check, money order, automatic bank withdrawal or cash. Cash payments should be in a sealed envelope and labeled with child's name. Checks must be payable to *St. Michael Lutheran Preschool*. In the memo section of the check, please write your child's name and any additional fees included in the check. In the event of a returned check, we require that the school be reimbursed \$25 for the bank charges with the replacement payment. If a second check is returned, money orders, cashier checks or cash will be required for future payments.

## Absences

Please contact the school if your child will be absent. No allowances are made in tuition for inclement weather closings, absences, church closings, or holidays. Please make arrangements for back-up childcare in the event of illness or inclement weather closings.

## School Closure/Late Openings/Early Dismissals

The preschool will be closed on the following days:

**New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Election Day, Veteran's Day, Thanksgiving Day, the day following Thanksgiving, and Christmas holiday week. Early Closings at 4:00pm: November 23<sup>rd</sup> and December 22<sup>nd</sup>**

We will also close a week between the school year and the summer program, as well as approximately one week between the summer program and start of the school year for staff preparation and training. Please refer to the 2022-2023 St. Michael Preschool school calendar for exact dates.

Due to unforeseen emergency conditions, there are occasions when St. Michael Lutheran Preschool either closes early or opens late. This is for the safety of our staff and students. St. Michael Lutheran Preschool will follow the lead of the Virginia Beach Public School System regarding closings due to inclement weather. All **official announcements** will be posted on our website (<http://stmichaelpreschool.weebly.com>) as well as our Facebook page, and through email. **Please refer to your email and our Facebook page for further updates throughout the day of the weather event.** No announcements will be placed on television or radio. If St. Michael Preschool must close early, we will remain open 2 hours after (pending weather) the school system closes for parents and guardians to safely come pick up their child. **Generally, we will follow the lead of VBCPS, but we may decide, based on local conditions and circumstances, to deviate from VBCPS's decisions. Parents will be notified through all the usual channels if our closing decisions differ from theirs.**

If an alternative emergency occurs and we must vacate St. Michael Lutheran Church/Preschool, alternate location is **Grace Covenant Presbyterian Church, 2228 Princess Anne Road.**

## Drop-Off and Pick-Up

We offer drop off from 8:00-8:30am. It is imperative that your child arrive to school no later than 8:30am. After this time, there will be no available staff members to operate the car line. We start our school day promptly at 8:30am. Bringing your child to school on time, will provide the least amount of distractions to fellow students and will allow our staff to remain on schedule.

**Please, leave all toys at home or in your car. They can be a huge distraction to your child and others. Thank you for your understanding!**

### **Tips for Transitioning from Home to School**

An important Kindergarten Readiness Skill is the ability to transition successfully from the

home to the school environment. Tips for helping your child transition include:

- Always say goodbye.
- Assure the child you will always return.
- Let the child know you know he/she will have fun and enjoy his/her day.
- A simple, quick “see you later” is always the best. We understand children, especially at a young age, can have trouble during the drop off transition, but it is usually short lived. We promise to keep you updated via phone, text or e-mail if they are continuously having a rough time.

It is normal for children to go through phases of separation anxiety. Our teachers are trained in strategies to assist in this process. You are always welcome to call or email to check on your child or ask for us to send an update at our earliest convenience.



### Drop-Off

- Upon arrival, please pull into the church parking lot and follow the designated cones to loop around the parent drop off-line.
- Once you have reached the STOP sign cone, please wait here to be called forward by a staff member. Safety is our priority!
- When summoned to move forward, please pull up to the first cone.
- Your vehicle will be greeted by a staff member.
- Please sign your child in on the clipboard.
- Please have their backpack and lunch box in an easily accessible area of your car for us to remove.
- Please wait in your designated parking spot until asked to exit the car line and church parking lot.

### Pick-Up

**\*Preschool hours end at 1:00pm. If your child stays after 1:00 pm they are considered aftercare\***

- There will be no car line pick in the afternoons. Please park your vehicle, come to the front door and ring the doorbell.
- Please have your ID ready so that staff can verify you are authorized to pick up the child. A staff member will verify your ID and bring your child and their belongings to the door.
- Please use the sign out sheet located on the front shelf to sign your child out.
- The Department of Social Services mandates that a child cannot be picked up by anyone under the age of 18.
- Our emergency contact form requires that you identify the people allowed to pick-up your child. If someone other than those designated needs to pick up your child, please notify the office in advance.
- **The staff will require positive proof of identification and will not release your child without your permission. Any court orders relating to custody and/or authorization for visitation or pick-up needs to be provided to the school.**

**\*\* During inclement weather, drop off in the mornings will be under the overhang at the front doors of the church\*\***



## **Illness Policy**

If your child has any communicable illnesses (e.g., virus, cold with fever or excessive coughing, strep throat, chicken pox) she/he must remain home until no longer contagious. Please notify us of any illnesses. This provides us with information to potentially avoid a widespread outbreak. We are required to notify the health department of any outbreaks of disease or exposure to a communicable disease. Any child with the following symptoms should stay home or will be sent home if symptoms are developed during school day, this all child dependent:

- A fever of 99 degrees or greater
- More than one episode of diarrhea or loose stool
- Sore eyes, ears, or throat
- Runny nose with greenish/yellowish mucus
- Congestion with barking cough
- Nausea/vomiting
- Unknown rash
- Any contagious childhood ailments such as pink eye, ring worm, impetigo, etc.
- Symptoms of COVID-19 as described by current CDC guidelines.

**Students MUST remain fever AND symptom free for a minimum of 24 hours, without the aid of fever reducing medication before returning to school.** If your child is sent home from school with a fever, the 24-hour rule begins at the time of dismissal.

Some instances may require a physician's note before returning to school.

## Medication

St. Michael Preschool will administer emergency medication to students with asthma treatment plans, students having severe allergic reactions, prescription medications and over the counter medications. Proper authorization from the parent and from the child's physician (if needed for longer than 10 days) must be received. Medication consent forms can be obtained from the director's office. A staff member certified in MAT (Medication Administration Training) will log in the medication, administer the medication when needed, and record when the medication is administered on the child's individual medication log sheet. Please notify your child's teacher or front office of any medication issues.

## Allergies

**St. Michael Preschool is a tree nut and peanut-free environment.** We have children with severe allergies; therefore, *no peanut or tree nut products are permitted at any time.* Soy butter is an alternative to peanut butter. Please let us know if any new issues arise. Please be sure to provide allergy and medical information on the necessary registration paperwork and inform your child's teacher.

St. Michael Lutheran Preschool tries to uphold and develop healthy eating habits for students. For birthdays and celebrations, we have a healthy alternative to give the students or we recommend small gift bags. If you would like to provide a sweet treat for your child's class, please notify the front office or your child's teacher before bringing the items in.

## Medical Emergencies

In case of a medical emergency, parents will be notified immediately. If contact with the parents cannot be made, your emergency contacts will be called. In life-threatening situations, the staff will call 911 and seek professional help immediately. Parents or emergency contacts will be informed of any medical assistance. All staff members are certified in CPR and First Aid.

## Children's Belongings/Dress Code

Children must wear closed-toe shoes at all times. We do not allow cling back flip flops or Crocs. When dresses or skirts are worn, please have them wear shorts or leggings underneath.

Label all of your child's belongings and keep at least one seasonally appropriate change of clothes in his/her book bag at all times.

**During the change of seasons, make sure your child has appropriate outerwear available.**

## Nap Guidelines

Cots are provided for children who participate in naptime. We ask that you provide a sleeping bag, blanket, or sheet to cover the cot. You may bring a small pillow or favorite stuffed toy. These items will be sent home weekly for cleaning. We allow 1 hour and 45 minutes per day for naptime.

## **Incident and Accident Reporting**

Accidents or incidents involving injury to a child will be documented. The report will be signed by the witnessing teacher, parent, and director. A copy of the report can be provided if requested, and the original report will be kept in the accident/incident report log located in the office.

## **Child Abuse**

All staff members at St. Michael Preschool are mandated by law to report all suspected cases of abuse or neglect where there is reasonable suspicion or knowledge of such abuse and neglect.

## **Fire/Emergency Drills**

Fire and emergency drills are held regularly at St. Michael Preschool. Each room has a posted evacuation plan. All children, staff, and any parents at the time of a drill must evacuate the building. All drills are documented. Our evacuation site is Grace Covenant Presbyterian Church of Princess Anne located at 2228 Princess Anne Rd. Virginia Beach, Va 23456.

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**Please detach and return to your child's teacher or the front office. Thank you!**

**Signature required below.**

**Acknowledgement of Receipt of the Parent Handbook for School Year 2022-2023**

**Parent Signature**

**Child/Children**

**Date**