



St. Mark's
Lutheran Church
&
School

Preschool Parent
Handbook
2018-2019

St. Mark's Lutheran School

is owned and operated by
St. Mark's Evangelical Lutheran Church in Milford, Ohio
as a vital part of our ministry to our community.

Our Mission Statement

Connecting students with Jesus while providing excellence in education.

School Staff:

Principal	Timothy Kollmorgen	575-3354
Pre-Kindergarten teacher	Brittany Reynolds	575-3354
Pre-Kind. asst. teacher	Karen Frank	575-3354
Preschool 2 lead teacher	Brittany Reynolds	575-3354
Preschool 2 asst. teacher	Jeanie Schuchhardt	575-3354
Prechool 3 lead teacher	Janet Rehmer	575-3354
Preschool 3 asst. teacher	Lindsey Newell	575-3354
Preschool 4 lead teacher	Janet Rehmer	575-3354
Preschool 3 asst. teacher	Lindsey Newell	575-3354
Music/Band teacher	Rebecca Kollmorgen	575-3354
IT	Herb Penry	575-3354
Speech	Ruth Brothers	575-3354
Spanish	Glenda Figueiredo	575-3354

Church Staff:

Pastor	Rev. William Fenker	575-1570
Church/School Secretary	Diane Cartheuser	575-0292

Board of Christian Education:

Chairperson	Erick Schepmann.....	583-1581
	Rachel Bailey.....	508-4738
	Andy Boedecker	774-8869
	Sean Kiehl.....	847-204-4470
	Teresa Miller.....	314-642-5855

Dear Parents,

Welcome to Preschool! We have made a list of helpful information about preschool. Some information may change throughout the year, and we will let you know if that happens.

PURPOSE

St. Mark's Lutheran Preschool was established in 1998 by the congregation of St. Mark's Lutheran Church to provide quality Christian education to young children. It is also here to provide opportunities for fellowship, evangelism and service for young children and their families in the congregation and the community. Our focus is on Jesus Christ and the blessings He has bestowed on us as members of His family.

In order to provide for the best education possible for our children, both the school and the parents must share in the responsibility. According to Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it." Further, Matthew 28:19 states "Go ye therefore and teach all nations". This enables the Christian school to fulfill the objectives of the Christian church. Since St. Mark's Preschool is an integral part of the ministry of St. Mark's Lutheran Church, our purpose is to provide a Christian Education in partnership with the parents so that:

1. Children are provided with daily Bible study.
2. Children are presented with subjects in the light of God's Word.
3. Children are given a balanced curriculum to meet their individual needs.
4. Children are provided the opportunity to begin in their faith and knowledge of God.
5. Children are helped to recognize that mind, body and talents are gifts of God, which are to be used and developed to glorify and serve Him and develop a loving relationship with our Father.

MISSION STATEMENT

Connecting students to Jesus while providing excellence in education.

ENROLLMENT POLICY

St. Mark's Lutheran Preschool admits students of any race, color or 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, or national and ethnic origin or sex in the administration of its educational policies and admission policies.

To be eligible for the 4-year-old program, the child must be at least 4 years old by September 30. To be eligible for the 3-year-old program, the child must be at least 3 years old by September 30. To be eligible for the 2-year-old pro-

gram, the child must be 2 years old by September 30. To be eligible for the pre-kindergarten program, the child must be 5 years old by February 28.

DAYS AND TIMES OF OPERATION

Pre-Kindergarten	Monday–Thursday, full-day	9:00 AM–3:00 PM
Pre-Kindergarten	Monday–Thursday, half-day	9:00–11:30 AM
Preschool 4’s AM	Monday, Wednesday, Friday	9:00–11:30 AM
Preschool 4’s PM	Monday, Wednesday, Friday	12:30–3:00 PM
Preschool 3’s AM	Tuesday, Thursday	9:00–11:30 AM
Preschool 3’s PM	Tuesday, Thursday	12:30–3:00 PM
Preschool 2’s	Friday	9:00–11:30 AM

Children should arrive no earlier than 5 minutes before class starts and picked up no later than 5 minutes after class dismisses.

*****IMPORTANT NOTE:** There may be changes in the days and/or times depending on our field trips. You will be notified several weeks in advance of any changes.

SCHOOL CALENDAR

The preschool is on the same school calendar as the day school (which closely follows Milford Schools). Therefore, if the day school is closed for any reason there will not be any preschool either.

SCHOOL FEES

- There is a non-refundable enrollment fee due at the time of registration.
- Tuition:**

	<u>Pre-Pay (3% Discount)</u>	<u>Auto-Deduct Total</u>
Pre-2	\$849	\$875
Pre-3am/pm	\$1678	\$1730
Pre-4am/pm	\$1853	\$1910
PK half-day	\$1984	\$2045
PK full-day	\$3250	\$3350

Accounts over 30 days delinquent will be charged a \$25 late fee.

A \$10 returned check fee also applies.

- There may be some added costs for field trips. You will be notified well in advance as to how much these will be.

CURRICULUM

St. Mark’s Lutheran Preschool provides a developmentally appropriate program that is designed to focus on the needs of each child. Research has shown

that young children learn best when they are an active participant of the learning process. What we adults sometimes refer to as mere “children’s play” is a very important step in the growth and development of children. Through this “play” and various other activities the children begin to develop skills that will stay with them throughout their lives. The children are given ample opportunities to explore, create and use their imaginations.

Areas of focus in our curriculum are: spiritual development, social skills, emotional development, cognitive skills and physical development. Certain skills, such as self-help skills and readiness skills are introduced to the students in a specific format that will best meet their needs, both as a group and individually.

SPIRITUAL DEVELOPMENT

- acknowledgment of the basic concept of God
- learns Bible stories and songs
- identification of Jesus as friend
- learns short prayers/ begins to “request” from God
- has faith that God listens to prayers
- begins to see God in nature and the environment
- acceptance that God can do what the child cannot
- has faith that God is always near
- sees music as a way of praising God
- begins to understand that he/she is an important part of God’s family

SOCIAL SKILLS

- uses good manners
- waits turn
- helps others/ shows concern for others’ needs
- lengthens attention span
- is able to sit in a group at “circle time”
- shares at appropriate times
- uses appropriate behavior to solve disagreements
- shows cooperation/support when working in a group
- beginning to realize there are consequences to actions
- cleans up area when finished
- communicates appropriately with teacher and others

EMOTIONAL DEVELOPMENT

- gains confidence in abilities
- develops self-esteem
- learns to identify “feelings”
- separation from parents is less anxious
- begins to develop patience with self and others

- is able to express emotions in acceptable ways
- asks others for help with problems

PHYSICAL DEVELOPMENT

- holding position of pencil/crayons
- scissors cutting
- continuing to develop large and small motor (muscle) skills
- buttoning, zipping, latching etc. skills
- stringing beads
- working puzzles
- hopping, skipping and jumping
- balance beam

COGNITIVE (KNOWLEDGE) SKILLS

- introduction of basic colors
- introduction of shapes
- matches like colors
- exposure to various art and music media
- introduction to comparisons (big/little, near/far etc.)
- left to right progression
- recognition of name, address and phone number
- telling a simple story
- numbers 1-6 (3-year-olds) numbers 1-12 (4-year-olds)
- counting
- listening skills continuing to develop
- following directions
- introduction of computers
- vocabulary and work expression increases
- sorting of objects
- rhyming

Various science and social studies concepts are introduced during the year. Examples: weather, maps, U.S.A, etc.

DISCIPLINE

Part of the preschool experience is learning appropriate classroom behavior. This is done through effective classroom discipline. The primary purpose of discipline is to help the child learn self-control. A second purpose of classroom discipline is to let other students know which types of behavior are expected and which are not allowed. When a student misbehaves, that student is made aware that he/she has sinned and broken God's Law. Because of this he/she may also be subject to punishment. When inappropriate behavior occurs, we first remind the student, and if it happens again the student is moved to a "time out" chair to give him/her time to adjust the behavior. The students are also

encouraged to talk to each other when disagreements arise. This does not happen automatically or even right away, but we continue to work at it and ask God's help. If an ongoing behavior problem occurs with your child, the teacher will contact you so that together, as a team, we can work out a solution. The Gospel also needs to be pronounced to the students. A student will never leave school with the feeling that he/she is hated or disliked by the teacher. He/she should understand, however, that his/her actions may be wrong, and these are what are disliked by the teacher.

ILLNESS

Children who are exhibiting signs of illness such as vomiting, diarrhea and fever should not come to school. A child should be fever free for 24 hours before returning to school. If your child develops a contagious illness, please notify the teacher as soon as possible so that other parents can be made aware of the situation.

First aid will be administered by the teacher, if needed. Any administration of medicine, however, must conform to the regulations of the State of Ohio and the Clermont County Health Department. In case of emergency, the teacher will follow the instructions provided by parents on the Emergency Information Form. Please make sure this form is filled out, signed and returned to school.

CLOTHING

Please dress your child in clothes that are washable, comfortable and that will not be ruined if soiled with paint or dirt. No open-toed shoes, clogs, wheelies, or sandals. On good weather days we will spend time outdoors so dress your child appropriately for the weather.

FIELD TRIPS

Several field trips are planned each year for preschool classes. Parents may be asked to help provide transportation and assistance on these occasions (**Note: A copy of your driver's license and proof of insurance must be received in the school office before departure.**) Sorry, but no siblings are allowed on field trips. A permission slip will be sent home before each trip. This slip must be returned to school to enable your child to go on the trip.

ROOM HELPERS

At the beginning of each year volunteers for "room helpers" will be requested. These helpers will be responsible for organizing the class parties. There are 5 during the year: Fall (Oct.), Christmas, Valentine's Day, Easter, and End of the Year. Room helpers may also be asked to help with other activities that arise.

STAR OF THE DAY/WEEK

Pre-3, Pre-4: Each child will be chosen to have a star week throughout the year. A monthly calendar will be sent home to let you know when your child's Star week is. The star person will bring in nutritious snack for the entire class, be the line leader, play on the computer during play time, and bring in a special item(s) to share with the class (show and tell). There will be a note attached to the star bag sent home with your child.

Pre-K: Each day, a child will be selected as our Star of the Day. On the day he/she is our helper, a canvas bag will be sent home with your child. The student is to bring the bag back to school the following day with one special item in the bag. Some suggested items are a favorite book, a stuffed animal, a picture of family or something special to that child. Items that are selected are ultimately left up to the student.

BIRTHDAYS

Star days/weeks are scheduled as close as possible to the child's birthday. They are allowed to bring in a special treat for snack. Please avoid food items with peanut or peanut butter. Water will always be provided.

FOOD ALLERGY

St. Mark's Lutheran School's board, faculty, staff and volunteers take food allergies seriously and understand that food allergies can be life threatening. If your son or daughter has a food allergy, come to the office to obtain a copy of our Food Allergy Management and Prevention Policy.

SNACKS

Pre-3, Pre-4: The students will bring in the snack for their star week. Please pick items that are healthy and don't make a big mess. Suggested items are pretzels, grapes, carrots, crackers, cheese, chips, fish crackers, grahams, animal crackers, teddy grahams, etc. Please avoid food with peanuts or peanut butter. Please don't send in any drinks; we provide each student with water.

Pre-K: Each child is responsible for bringing his/her own snack. Please send items that are healthy and do not make a mess. Suggested items are pretzels, grapes, carrots, crackers, cheese, goldfish crackers, cereal bars, applesauce, teddy grahams, rice cakes, muffins, etc. Water will be served with snack. Since St. Mark's Lutheran School is implementing a school-wide Wellness Plan as required by the state of Ohio, unhealthy snacks will not be allowed. Chips, cookies and candy will be picked up and replaced with a healthy alternative.

FUN WORK/HOMEWORK

Pre-3, Pre-4: Each student will begin fun work about a month after school starts. The 3's classes will cut pictures out of magazines that begin with the letter of the week. The 4's classes will practice writing their letter of the week. Please return this fun work every week.

Pre-K: Students will receive activity/game bags to reinforce classroom skills and concepts. The bags will be sent home on Thursdays and returned on Mondays.

WEEKLY NEWSLETTER

A weekly newsletter to inform you about what the children did in class will be sent home. The director will also send a weekly Epistle to let you know about the activities of the school. We want to inform you of all the activities going on in both the classroom and the school. A monthly calendar will also be sent home to inform you about the star person, weekly themes, Bible stories, and other activities.

CONFERENCES/PROGRESS REPORTS

Each family will receive two progress reports to inform you about your child's educational and social development. One progress report will be shared at the parent-teacher conference. The other progress report is sent in May. The parent-teacher conference is a time to talk about the progress of your child. NOTE: If you have any questions before that time, please contact the teacher either at school or by email. No conference time is set up at the end of the year unless one is desired.

CLASSROOM PARTIES

There are parties set up throughout the year to celebrate special events. Parents are asked to chair and plan the parties. Please inform the teacher of the plans and if anything is needed ahead of time. The parties should be planned like a committee and everyone share in the tasks. Sorry, but no siblings are allowed at the parties so that we can focus on the children in the classroom. The End-of-the-Year party is an exception.

Guidelines for Parties

1. Length of party – 1.5 hours max.
2. Must have religious theme
3. Could include a craft
4. Should include 1–2 activities or games
5. Should include a snack
6. Goody bags are discouraged
7. Maximum expenses \$30 (shared by parents)

SPECIAL VISITORS

We will ask special visitors to come to the classroom such as fire fighters, policemen, military personnel, dads, moms, grandpas, grandmas, etc. If you or someone you know has something special to share with the class, please let the teacher know.

HEALTHCHEK

Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit. Individuals younger than age 21 who are covered by Ohio Medicaid can receive important preventive services through Healthchek, including:

- physicals,
- hearing, vision, and dental screenings,
- nutritional screenings,
- mental health screenings,
- developmental screenings,
- vaccinations, and
- blood lead screenings

Babies should have at least 8 Healthchek exams by their first birthday. Children should have Healthchek exams at 15, 18, 24 and 30 months. One exam per year is recommended for children over 30 months old.

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam. Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

For more information about Healthchek services:

- contact your County Department of Job and Family Services,
- go online at [Medicaid.Ohio.Gov/Healthchek](https://www.Medicaid.Ohio.Gov/Healthchek),
- contact your Medicaid managed care plan, or
- call the Ohio Medicaid Consumer Hotline (800) 324-8680.

PRESCHOOL & PRE-KINDERGARTEN CALENDAR 2018–2019

August 19 (Sun.)	Back-to-School Picnic
August 28 (Tues.)	Parents Night
Aug. 27–31	Teacher Work Days
September 3 (Mon.)	No School – Labor Day
September 4 (Tues.)	First Day of School for Pre-3, and Pre-K Classes
September 5 (Wed.)	First Day of School for Pre-4
September 7 (Fri.)	First Day of School for Pre-2
October 5 (Fri.)	Walk-A-Thon
October 19 (Fri.)	Noon Dismissal—No afternoon Pre-4 class
November 6 (Tues.)	No School – Election Day, (Teacher In Service)
November 21-23	No School – Thanksgiving Vacation
December 17 (Mon.)	Christmas Program
December 19 (Wed.)	Last Day of School before Christmas Vacation,
January 3 (Thurs.)	Classes Resume
January 11 (Fri.)	Noon Dismissal—No afternoon Pre-4 class
January 21 (Mon.)	No School – Martin Luther King, Jr. Day
January 27 (Sun.)	Open House
February 15 (Fri.)	No School – Presidents’ Day 4-day Weekend
February 18 (Mon.)	No School – Presidents’ Day
March 18–22	No School – Spring Break
March 25 (Mon.)	Classes Resume
April 19 (Fri.)	No School – Good Friday
April 22 (Mon.)	No School – Easter Monday
May 23 (Thurs.)	Last Day for preschool classes
May 24–June 1	Teacher Work Days as Arranged with Principal

State of Ohio Behavior Management Guidelines

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate, shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.
 - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.

- (E) All preschool staff members shall receive a copy of the center’s discipline policy for review upon employment.

The following precautions shall be taken for children suspected of having a communicable disease:

- (1) The program shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.
- (2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
- (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
 - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - (c) Difficult or rapid breathing;
 - (d) Yellowish skin or eyes;
 - (e) Conjunctivitis;
 - (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - (g) Untreated infected skin patch(es);
 - (h) Unusually dark urine and/or grey or white stool; or
 - (i) Stiff neck; or
 - (j) Evidence of lice, scabies, or other parasitic infestation.
- (3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:
- (a) Unusual spots or rashes;
 - (b) Sore throat or difficulty in swallowing;
 - (c) Elevated temperature; or
 - (d) Vomiting.
- (4) Programs shall follow the Ohio department of health “child day care communicable disease chart” (www.odjfs.state.oh.us/forms) for appropriate management of suspected illnesses.

- (5) A child isolated due to suspected communicable disease shall be:
- (a) Cared for in a room or portion of a room not being used in the pre-school program;
 - (b) Within sight and hearing of an adult at all times. no child shall ever be left alone or unsupervised;
 - (c) Made comfortable and provided with a cot. all linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - (d) Observed carefully for worsening condition; and
 - (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.



I have received a copy of the preschool handbook for parents.

_____ Yes _____ No

I give St. Mark's Lutheran Preschool permission to include the following information in a class directory: student name, parent/guardian names, address, phone number, and email. The directory will only be distributed to parents or guardians of students in my child's class.

_____ Yes _____ No

Signature _____ Date _____

Name printed _____

Child's name _____

Please remove this sheet at the dotted line and return to the office by September 15.

Martin Luther's Seal



The first thing expressed in my seal is a cross, black, within the heart, to put me in mind that faith in Christ crucified saves us. 'For with the heart man believes unto righteousness.'

Now, although the cross is black, mortified, and intended to cause pain, yet it does not change the color of the heart, does not destroy nature—i.e., does not kill, but keeps alive. 'For the just shall live by faith,'—by faith in the Savior.

But this heart is fixed upon the centre of a white rose, to show that faith causes joy consolation and peace. The rose is white, not red, because white is the ideal color of all angels and blessed spirits.

This rose, moreover, is fixed in a sky-colored ground, to denote that such joy of faith in the spirit is but an earnest and beginning of heavenly joy to come, an anticipated and held by hope, thought not yet revealed.

And around this ground-base is a golden ring, to signify that such bliss in heaven is endless, and more precious than all joys and treasures, since gold, is the best and most precious metal. Christ, our dear Lord, He will give grace unto eternal life.

While a professor at Wittenberg, Luther devised this seal which he declared was meant to be "expressive of his theology" This explanation is the gist of a letter written to his friend, Herr Spengler, town clerk of Nuremberg.