

KINDERGARTEN HANDBOOK



ST. JOHN LUTHERAN SCHOOL

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Dear Parents:

Soon your child will take another step in life -- Kindergarten. Some parents look forward to it with enthusiasm, while others are hesitant.

Many questions arise in a parent's mind. "How will she do?" "Will he make it?" "Will she be a problem?" This may be your child's first real exposure to being under some other adult's supervision. This adult will have a great influence on your child the rest of his/her life. This is a big step. But it is also a big step for you, the parent. You will now have additional responsibilities. You will have to help guide him/her with the questions and problems he/she will be bringing home.

We at St. John want this to be a joint venture in your child's life. The school and the parents must work together. Communication is very important. We realize the tremendous responsibility you are giving us by entrusting us with your child's education. We work hard trying to live up to that trust.

What is our philosophy of education? First and foremost, we look at your child as a child of God. He has given us, both the school and the parents, one of His creations to bring up as a child who knows Christ as his/her Savior. We at St. John are a community of His redeemed. We are not a perfect community, for we are all sinners who fall short of God's glory. We also live under the forgiveness which God offers through his Son, Jesus Christ. We put emphasis on helping the child deal with the problems he will face in life.

Along with the above philosophy, we try to maintain the best educational standards possible. We are continually evaluating and striving to improve our curriculum. We put emphasis on helping the individual child.

We try to keep our class size as small as possible so that we might accomplish this goal. Kindergarten class size is limited to 20 students. sometimes with larger classes (over 12 students.) we will consider employing a teacher aide to assist in the classroom.

We are concerned about the total development of your child. Besides his/her mental development, we are concerned with his/her social, emotional, physical, and spiritual development.

Morning Kindergarten children in Defiance county may use the public school bus system which brings them right to our school and home again. Full Day classes also may use the bus system.

Regularly scheduled conferences and reporting sessions are set up to communicate your child's progress and mutually work out any problems that might develop.

We hope you will study this booklet carefully. If you have any questions, please feel free to contact us. We will try to help you in whatever way we can.

ABSENCE

If your child is sick or will not be attending school, please notify the school office (419-782-1751). You must send a written excuse, immediately after an absence, giving the date and reason for absence.

For the sake of your child's health and also for other children's health, a child should be kept home if he shows such symptoms as: restlessness at night, common cold, fever, earache, vomiting, diarrhea, sore throat, pain, chills, headache, sneezing, running nose, skin rash, enlarged glands, or reddened eyes.

ACCIDENTS

Immediate first aid treatment is given in case of an accident at school. Internal medicines are never given. Parents are notified if an accident occurs.

BUS

DEFIANCE COUNTY RESIDENCE

Kindergarten children who reside in Defiance County may use the public school bus system which delivers and returns them to school and home. If for any reason bus service is not available, you will be notified through the school newsletter or personal contact.

DEFIANCE CITY SCHOOL DISTRICT

Bus service for Kindergarten age children who live inside the city limits is available through the Defiance City school buses the following ways:

AM CLASS Children may ride the elementary bus to school. There will also be a special Kindergarten bus at the close of the morning session to return students home.

FULL DAY CLASS City school buses are available to bring the children to school (see the residence requirement). Children may ride the elementary bus home at 3:30.

RESIDENCE REQUIREMENT: The child's HOME ADDRESS must be at least a mile from the child's school to qualify for bus service. The home address is the one used to determine eligibility for the bus service even if the child is transported to or from another address such as baby sitter or grandparent.

Bus routes are determined shortly before school begins. The school office must be notified that your child will be riding the bus so that he/she will be added to the route.

CALENDAR & NEWSLETTER

A calendar will be sent home at the beginning of the school year listing many scheduled events, holidays, etc. An updated monthly calendar will also be sent home the last full week of each month, attached to the newsletter. We try to maintain a schedule very similar to the public schools' so the bus service is in accord. Each Friday a school office newsletter is sent home with each child. This gives current news and events and lists early dismissals and other pertinent information. A written notice will

be sent home for special events when necessary. A classroom letter is sent home each week also from the Kindergarten teacher.

CLOTHING

Clothing is more easily managed if it is simple and washable, labeled with your child's name (boots, coat, etc.), provided with large loops for hanging, equipped with pockets, and roomy enough to be put on and taken off easily. Please label your child's paint shirt with his/her name.

FEES

There is a Book and Supply Fee of \$75.00 per year per child. This pays for math and reading readiness books, religious materials, and art supplies. This fee is payable prior to August 15.

A \$75.00 registration fee is paid at the time of registering.

This fee is NONREFUNDABLE. It will be applied as a credit to the 2008-09 tuition or fees if received prior to **Thursday, March 16, 2008.**

For children whose parents are nonmembers of our church, there is a Kindergarten tuition charge of \$1,938.00 per school year. For member families with only one child in Kindergarten, there is a family fee of \$994.00 Tuition or family fee is payable by the month. If you choose that option you will receive a monthly invoice from the school payable by the 10th of the month. After the 10th of the month a \$10.00 late fee is added. Please see the principal for other special arrangements you might need.

FIELD TRIPS

Field trips may be taken during the year. Permission slips must be signed for these trips. Parents may be asked to help with transportation or supervision. Parents who help with transportation will be required to provide a copy of a valid driver's license and current insurance card.

MONEY

All money sent to school should be placed in a sealed envelope marked with the amount, the child's name, the teacher's name, the grade, the school, and the purpose for which it is to be used.

PARENT-TEACHER LEAGUE

We have a Parent-Teacher League which meets regularly during the school year. We encourage each family to participate.

SCHOOL HOURS

Morning half day classes run from 8:45 until 11:30 A.M. Full Day classes begin at 8:45 and end at 3:30 P.M.

Coming to school every day, on time, is important for your child's steady school progress. If children unnecessarily

miss important experiences, they may become discouraged and fall behind their classmates.

EARLY DISMISSAL/DELAYED STARTS/ CLOSINGS

Scheduled early dismissals, delayed starts, or school closings will be communicated to parents/students well in advance of such dates. These dates may be listed on the school calendar or published in the weekly newsletter.

INCLEMENT WEATHER

In case of school cancellation or delay due to bad weather, announcement will be made over local radio stations. A listing of those stations will be published in a weekly newsletter early in the school year. Because buses must go out on routes at an early hour, the decision to delay or cancel will normally be made by 7:00 AM.

2-Hour Delay Schedule

Morning Half Day will run from 10:45 A.M. until 12:30 A.M.

Full Day will run from 10:45 A.M. until 3:30 P.M.

SAFETY

Your child should leave at home any articles that might cause accidents: play guns, knives, etc. If local hazards exist which are dangerous to children, parents should inform the principal.

APPLICATION

A child must be five years of age on or before September 30, 2008 to be eligible for Kindergarten.

Complete the Application Form.

Return the Application Form along with a copy of your child's birth certificate and the application fee.

HEALTH/PHYSICAL

The State laws require all pupils entering school to have the recommended immunizations or a statement from the parents permitting exemption. A copy of a physician's statement or record from the health department is required by the first day of school.

Immunizations should include:

- 4 or more doses of DPT or Td (adult) vaccine. If the 4th dose was received before the fourth birthday, a 5th dose is required.
- 3 or more doses of Oral Polio vaccine is required. If the 3rd dose was received before the fourth birthday, a 4th dose is required.

- 2 MMR doses before starting Kindergarten
- 4 doses of Hib by 15 months depending on when the Hib schedule was started or one dose at or after 15 months of age.
- Tuberculin test is necessary before preschool
- 3 dose series of Hepatitis B before entering Kindergarten
 - 1 dose Varicella

When recording immunizations or diseases, give the month, the day, and the year. Include any information that would be helpful to the teacher. If there are special needs, kindly note this.

The Emergency Card and Emergency Medical Authorization Form are to be completed and returned by the first day of school. Be sure to complete both sides of the card and sign and date the card. Please sign and date the Emergency Medical Authorization Form also.

LUNCH

Children may participate in the hot lunch program or pack a lunch. Milk may be purchased if children pack their lunch. 20 day or 10 day lunch tickets are available for purchase. See the fees schedule for lunch prices.

SNACK TIME

Snacks are available daily for all students. The teacher will provide information on snacks.

Birthdays are celebrated and we have 4 class parties during the year.

Please advise the teacher of any dietary restrictions.

SUPPLIES

A Sample Supply List might include: a short-sleeved paint shirt, a box of Kleenex, a roll of absorbent paper towels, a book bag, a school box for holding pencils, etc. (may be cardboard or plastic), a box of 16 or 24 Crayola crayons, 2 or 3 #2 pencils, a box of sandwich-sized Ziploc-type bags, and a package of 100 or 200 basket-type coffee filters (for snack).

KINDERGARTEN SCREENING

After school begins, Kindergarten Screening is held to determine each child's strengths and weaknesses. Screening is normally held the third full week of school, during regular school hours. Kindergarten classes are not held on those days. 2 - 3 days are normally needed for screening, depending on class sizes. One or both parents attends the screening with the child. Information on screening and scheduling is sent home the first week of school.

WHAT YOUR CHILD WILL DO IN KINDERGARTEN

1. RELIGION: Your child is led to God and his/her faith is nurtured so that he accepts Jesus as his Savior, and learns to live a life of love for God and others.

2. MATH READINESS: Number recognition, number understanding, number writing, counting, introduction to money, and other concepts.
3. READING READINESS: Using words clearly, expressing thoughts, good pronunciation of words, letter recognition and letter sounds, comprehension, beginning words, making books interesting and desirable.
4. LANGUAGE SKILLS: Speaking, listening, sharing experiences, recitation.
5. WRITING SKILLS: Practice in use of hand and arm muscles, writing numbers and alphabet letters, first and last names, color and number words.
6. SOCIAL SKILLS: At home, playthings are mine; at school, they are ours. Your child will be learning to share and to live with others pleasantly and cheerfully.
7. ART: Creating satisfying symbols all his own, coloring, using scissors, gluing, and painting.
8. SINGING AND DANCING: Christian and other songs, fingerplays, rhythm and tempo.
9. PHYSICAL EDUCATION: Large and small motor skills, group games, simple relays, creative movement, use of gym equipment and playground equipment.
10. LISTENING TO STORIES: The teacher reads to the children daily.
11. EXPRESSING SELF: Orally, physically, and artistically.
12. SAFETY PRACTICES: Learning name, address, phone number, safety lessons, fire and storm drills, playground rules.

PREPARATION FOR KINDERGARTEN -- CHECKLIST

1. Copy of birth certificate.
2. Health record returned to school showing proper immunizations. For complete list, see page 5.
- 3 All defects, corrections, immunizations, and diseases recorded on child's health record
4. If your child has any physical problems such as hearing or vision difficulties, heart, muscular, or bone conditions, the teacher needs to know about them.
5. If your doctor believes your child should not take part in certain physical activities, a statement to that effect must be sent by him to the school. All children except those having specific notes from their doctors will participate in all school activities.