

FIRST LUTHERAN 4K



Student & Parent PROGRAM HANDBOOK 2010 - 2011

First Lutheran 4K

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First Lutheran 4K Program Handbook

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First Lutheran 4K

First Lutheran 4K program is a voluntary, comprehensive child development program available to all four-year-old children whose birthday is on or before September 1. First Lutheran 4K is a play-based program designed to nurture the social, emotional and early literacy and math skills of



four-year-old children. It does not take the place of kindergarten. First Lutheran 4K is implemented using a community-collaborative model that builds on existing resources within our community.

First Lutheran 4K Mission Statement

Our mission as a school community is to ensure quality education and social foundations for all four-year-old children.

Important components of this program:

- Developmentally appropriate learning environment
- Ongoing communication and collaboration
- Strong community partnerships
- Voluntary participation by families and providers
- Family support and local resources

We believe that community collaboration will provide children and their families an array of learning opportunities that gives children a jump-start in school and life.

Admission Policy

First Lutheran 4K is licensed by the State of Wisconsin, Department of Children and Families. It is owned and operated by First Lutheran Church as a 4 year old kindergarten program. First Lutheran is licensed to care for no more than 20 children at any one time. Children age 4 years old on or before September 1 will be served.

We will post the following items for parent's review at the front entrance on the parent information board: license certificate, a complete copy of operating policies and procedures, the results of our most recent licensing monitoring visit and a copy of the licensing regulations.



No age appropriate child will be denied access to this program because of race, sex, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Children will need to be properly immunized and an immunization record will need to be on file within 30 days of the first day of attendance.

Program Days and Hours

We are open Monday through Friday, except for most 1st and 3rd Fridays of each month. We will follow the Stoughton Area School District Calendar which is part of this document.

- AM – 8:00 to 11:00 am

Staff will take attendance daily. Attendance will be reported weekly to the Stoughton Area School District.

Drop Off and Pick Up Procedures

Parents or authorized adults are required to bring children into the classroom at the beginning of the day and pick them up at the classroom door at the end of the day.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child(ren), an advanced notification will be required in writing or by a telephone call in advance. The person picking the child(ren) up may need to show a driver's license or other photo ID.

Parents need to call if a child will be absent. A classroom assistant or church staff will call a parent within 30 minutes of the start of class if no prior notification has been received.

Transportation Policy

Bus transportation will be provided, as district policy dictates. Parents/legal guardians are encouraged to take their children to the location rather than have them transported by bus. Students who need transportation should enroll for morning sessions. Children who need transportation will ride regular routes with other kindergarten through 5th grade students to start the day, but will ride special routes at the end of the morning session. As previously stated, if you require bus transportation, you may be limited to a morning session.

Rules and procedures for Stoughton Area School District busing will be followed.

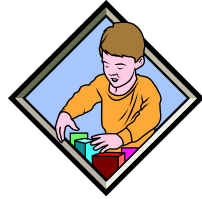


First Lutheran 4K will maintain a list of children to be transported, the route and scheduled stops, name and place where child is to be dropped off, and procedure to follow if parent or authorized person is not home to receive the child.

Education Policy

First Lutheran 4K staff will plan activities and provide children with a variety of experiences.

- Language development
- Large muscle skills
- Small muscle skills
- Creative expression
- Self-help skills
- Math exploration and learning



Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have



an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another.

Walking field trips will be a part of the program. Children will be kept indoors if the temperature is below zero degrees including wind chill. Children will also stay indoors when it is raining or when the temperature is above 90 degrees.

This 4K program is a public school program so no Christian education will be offered in the 3-hour time frame. First Lutheran 4K will offer a 10-minute period after each class time for prayers and sharing God's word with those who wish to participate. A written consent form will be available for parents to fill out at the beginning of the school year.

Nutrition Policy

- Birthday and holiday treats are allowed. Please try to provide nutritious choices low in fat and sugar.
- If your child has special dietary needs or has food allergies parents must notify the school in writing. Food allergies will be posted for staff and noted to other families in parent news letters.
- Food will never be used as a reward or punishment and no child will be forced to eat.

Parent –Teacher Conferences

It is important that we communicate concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents are asked to arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, First Lutheran 4K provides scheduled conferences, written newsletters and a parent bulletin board.



Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the school.

Confidentiality

To protect each family's confidentiality, First Lutheran 4K administrator, director, teacher, aide, will not share information about a child or a child's family with anyone who is not authorized to receive this information.

Health Care Policy

When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for that child. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and medical log book are stored. When specialized equipment is needed, such as a nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

Children who are ill are not to be brought to the school. Examples of children who are ill:



- A temperature of 100 degrees F. or higher
- Vomiting or diarrhea that has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge

Children may return to the school when they are symptom free, have been appropriately treated, or have been given medical approval to return to school.

Parents will be informed whenever their child(ren) has been exposed to a communicable disease.

If a child should become ill or seriously injured while at the school, parents will be contacted immediately. Children should be picked up as soon as possible. If the child is not picked up within 30 minutes, the emergency contact person on the child's enrollment form will be called.

Medications

The director/teacher or aide will administer medications under the following conditions:

- Prescriptive and non-prescriptive medication will only be given to children of parents who have completed the authorization form provided.
- All medicine must be in its original container, bearing the label with child's name, dosage and administration directions.
- We will not exceed the age-related dosage on the label of any medication without written doctor's authorization.
- Medicine will be stored in a medication box that is inaccessible to children.
- Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of school care will be entered into the school's medical logbook.



Child Abuse, Neglect & Sexual Abuse

As a school, all staff are required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office. The school must notify the proper authorities if there is a suspicion that any child is being improperly treated.

Emergency / Bad Weather

During our Wisconsin winters, night-time snowstorms sometimes make our rural bus routes impassable. When this is the case, Madison A.M. stations WTDY (1480), WSTO (1070), and WIBA (1310); F.M. stations WIBA (101.5), WMGN (98), WJJO (94.1), WZEE (104.1), WMLI (96.3), WMAD (92.1) and WISC-TV Channel 3, WMTV channel 15, and WKOW channel 27 will begin broadcasting any school closing at 6:30 a.m. and continue periodically until about 8:00 a.m. Unless Stoughton schools are specifically mentioned, you may assume that school will be open and buses will maintain routes and times as near to normal as possible. Delays may be expected on some days and children should be prepared for such occasions.



If the schools are delayed one hour, the start of the a.m. class will be delayed for that same period of time. If the schools are delayed two hours, the a.m. session will be cancelled.

Volunteers

Volunteers share their time, skills and interests with the students and teachers at school. These partnerships become a continuing exchange of information and are activities that benefit all children.

The safety and well being of the students, staff and volunteers of the district is important. Therefore, the district shall conduct criminal background checks on all volunteers who will be working with and/or have access to students if they are unsupervised by a staff member for any period of time during volunteering.

School list

Items provided by parents:

- Large Zippered Backpack
- Box of Tissue
- 2 glue sticks
- Small bottle of school glue
- Blunt tipped scissors
- Box of large sized crayons
- Box of large tipped washable markers
- Oversized T-shirt or similar item to be used as an art smock
- Extra set of clothing to be kept in the backpack
- 1 Box of Snacks



School Staff

Judie Lehman, Site Administrator – (608) 873-7503 (home)

Heidi Fischer, Teacher – (608) 455-1485 (home)

