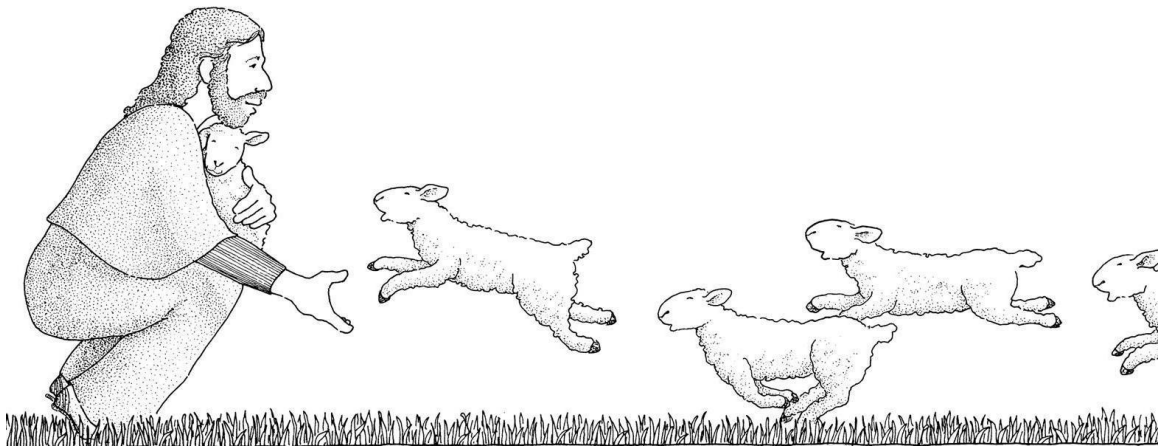


Welcome to St. Matthew Preschool!

Welcome to St. Matthew Lutheran Preschool, where we place a high value on your child's Early Childhood experiences, as well as his/her spiritual development. Your child is one of the greatest blessings that the Lord has given to you, and selecting a Preschool environment that best fits your family is a very important decision. We are delighted that you have selected our Preschool, and we look forward to partnering with you as your child continues to grow in so many amazing ways throughout the year.

In Jesus' Love,

The Staff of St. Matthew Lutheran Preschool



Important Information:

School phone number: 248-624-7677

Mrs. Rohman's Email: Lisa.Rohman@st-matthew.org

School Website: stmatthewlutheranschool.com

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Program of Orientation

Our Mission Statement:

As God directs and enables us, St. Matthew Lutheran School will develop students who grow deeper in their relationship with Jesus through strong academics, discipleship, and sharing His love with others.

At St. Matthew Lutheran Preschool, we believe that young minds are extremely impressionable and able to learn great things. That is why we place a strong value on our Preschool program, where we can begin to lay the educational building blocks of a child's emotional, cognitive, physical, and spiritual experiences and initiate the path to becoming a lifelong learner and vibrant follower of Jesus. This is such an exciting journey, and we look forward to watching your child grow in significant ways!

Philosophy:

Our preschool day is a mix of student led, play based, and teacher directed lessons and activities. We infuse movement throughout the day and take a child's attention span into consideration as well.

The play based philosophy allows children the freedom to have fun while discovering their world and interests, which empowers the student to become a more self-aware, happy, confident, and independent individual with an appreciation for and love of learning as well as a love for Jesus. Learning through play and experiences promotes and enhances the development of creativity, communication, collaboration, and critical thinking skills. The play based classroom incorporates different areas throughout such as blocks, house, science, art, writing, sensory, dramatic play, math, language/literacy, puppets, STEAM, and manipulative centers. Throughout the entire day, Jesus and His love is incorporated into all possible areas of learning.

Non-Discrimination Policy:

St. Matthew Lutheran School subscribes to a policy of non-discrimination of any type, including discrimination based on race, color, age, religion, sex, national origin, disability, veteran status, sexual orientation, marital status, parental status, genetic information, political beliefs, or any other characteristic protected by law.

Our Curriculum:

Spiritually - We utilize "One in Christ" from Concordia Publishing House for both the three-year-old and four-year-old programs. Through these Bible stories from both the Old and New Testaments, our students will learn about our great God and His great love for us.

Academically - For our early literacy foundation, we utilize curriculum from Zoo Phonics and Learning Without Tears. In addition, we also utilize age appropriate Math activities and hands on Science activities.

Physically - Developmentally appropriate activities such as running, hopping, dancing, etc., will be encouraged outside as well as in our gym. When time and weather allow, we go outside for recess. However, our school policy states that we will not go outside when the wind chill is below 15 degrees.

Licensing:

St. Matthew Lutheran Preschool is an extension of St. Matthew Lutheran School and is operated by St. Matthew Lutheran Church.

- Licensed through the State of Michigan. As a result, we are required to meet the State's standards and have regular scheduled re-licensing visits.
- Recognized as an accredited program through NLSA (National Lutheran Schools Accreditation standards) and MANS (Michigan Association of Non-public Schools)
- Our Principal is our Director, who has a Bachelor's degree in Early Childhood and Elementary Education as well as a Master's degree in Educational Leadership
- Our Preschool teacher has a Bachelor's Degree in Elementary Education
- Our trained aides are loving and nurturing Christian women
- Our staff stays current in their practices and teaching methodologies by completing 16 hours of professional development each year

Administration and Staffing:

- St. Matthew Lutheran Preschool is operated by St. Matthew Lutheran Church in Walled Lake, Michigan, and licensed by the State of Michigan.
- A copy of the Preschool Licensing Notebook is available outside of the Preschool classroom.
- The Preschool is staffed by a qualified director, teacher, and aides who are loving and caring Christian people. Our staff stays current in their practices and teaching methodologies by completing 16 hours of professional development each year.

- All staff members are required to have a professional comprehensive background check, and electronic fingerprints on file with the State of Michigan.
- The School Board Ministry of St. Matthew Lutheran School assists in all school policies.

Communication:

Listed below are just a few names and numbers that may help to address any questions and/or concerns:

Mrs. Lisa Rohman, Teacher - Please speak to her or contact the school office to set up an appointment regarding any classroom concerns.

Mrs. Sarah Heiden, Preschool Aide

Mrs. Jennifer Cabansag, Preschool Aide

Mrs. Julie Yeskie, School Secretary - Available from 8:00 a.m. - 4:00 p.m. for reporting your child's absence or addressing a school question

Mrs. Sue Baglow, School Accountant - Available in the church office from 8:00 a.m. - 4:00 p.m. to address tuition questions

Mrs. Sue Palka, Principal/Preschool Director - Available from 8:00 a.m. - 4:00 p.m.

Newsletters:

You will receive a weekly newsletter and lesson plans from the classroom teacher every Sunday evening.

You will receive a weekly newsletter from the school office every Thursday.

Both newsletters contain very important information and dates.

If you do not receive either of these newsletters, please contact your teacher or Mrs. Yeskie in the school office.

Remind:

All parents will receive codes for how to enroll in our school wide communication platform called "Remind". Through this system, you will receive text messages from the school office. This is also how we will cancel school or inform you of any critical information.

School Mailboxes:

Each Preschool family will have a school mailbox, located in the 200 Wing hallway. Mailboxes are alphabetized. Members of St. Matthew are on the right. Community families have mailboxes on the far left side of the entire mailbox collection. Please check these mailboxes weekly for information from the school office or school accountant.

Parent/Teacher Conferences:

Conferences are held in January. Information regarding sign-up for these conferences will be posted in the teacher's newsletter. However, a conference may be requested at any time by a parent or teacher.

Rest Time:

All students in attendance at 1:30 p.m. will be required to rest on a cot. We will make every effort to provide an environment quiet enough for those who need to nap. Children are asked to bring a blanket and pillow that will fit in the blue bin that is provided for them. These items must be taken home and laundered weekly.

Parking Lot Safety:

Your child's safety is a top priority at St. Matthew Lutheran Preschool. As a result, the following policies have been designed with student safety in mind.

Drop-off and Pick-up Policy:

Arrival -

- Preschool begins at 8:20 a.m. We appreciate your promptness in having your child in the classroom by 8:20 a.m. Students may arrive as early as 8:00 a.m., which gives them time to get acclimated and use the restroom if necessary.
- Our parking lot experiences a lot of traffic in the morning. Please use the front lot and the appropriate sidewalk so that you do not have to cross the lane of moving traffic to enter the building. To ensure safety, please hold on to your child's hand.
- Please bring your child into the classroom and sign them in, using their first and last names.
- Hugs and kisses goodbye help to smooth the transition from your care into our care!

Pick-up -

- ALL students (including Preschool and Kindergarten) will be dismissed at 3:30 p.m.
- Preschool parents are to park in the designated area by the gym doors. No one is to park in the front parking lot or south parking lot.
- Parents can wait on the large sidewalk by the blue awning for their children to be dismissed.
- Due to the State of Michigan Preschool licensing requirement for all Preschoolers, Mrs. Rohman will sign your child out when they leave.
- Even if a Preschool family has older siblings, the Preschool family should still park in the center lot by the gym doors. Older siblings of Preschoolers will walk to their cars in the center lot.
- When the bell rings at 3:30 p.m., Mrs. Palka will stop traffic, and teachers will walk students to the back lot where parents will wait for their children either standing near or sitting inside their cars.
- Older students will help walk younger students out of the building to the back parking lot so that parents with infants/small children do not need to leave their cars to meet a student.
- No student is to leave from the front church doors unless his/her parents have checked him/her out of school early, and they have a green slip from the office. A teacher will monitor the front doors between 3:25 to 3:45 p.m. daily.
- At 3:35 p.m., a whistle will sound indicating that the car dismissal process will begin.
- A teacher will dismiss the Preschool cars first. Then another teacher will quickly dismiss cars in the back lot one at a time.
- Although this refined safety procedure may sound lengthy, once everyone becomes acclimated, the parking lot will empty in less than seven minutes.

LATE ARRIVAL NOTES:

- If a parent is running late and not parked in the back lot, Mrs. Rohman will wait with that child in the late line at the circle drive for his/her parent to arrive.
- Parents who arrive late will be directed by a teacher to join a car line that will eventually join the cars dismissing from the back lot. **Please do not park and walk up to get your child.**
- In the event that a student is late leaving the building, that student will wait with a teacher at the sidewalk late line at the circle drive to patiently wait for his/her parent to pull up.
- If your student is late leaving the building and you are parked in the back lot, wait in your parked car until the end of the dismissal process.

A teacher will indicate when it is your turn to pull up to the circle drive to pick up your student.

- Students will no longer be able to cross traffic to enter into cars in the late line.
- **PLAYGROUND NOTES:** Families who select to enjoy the playground after school are asked to meet their students when they are dismissed and personally escort their child safely across the parking lot to the playground.

Late Arrivals:

Please be aware that St. Matthew is a secure building. All doors are locked once school begins at 8:20 a.m. If you are arriving late, please use the front main doors of the building. You will need to sign-in at the Welcome Desk and then go to the school office where your child will be officially signed in.

School Security:

Your child's safety is a top priority at St. Matthew. As a result, the following policies have been put in place:

1. All exterior doors are locked after 8:20 a.m.
2. After 8:20 a.m., everyone must enter through the main church door and sign in at the Welcome Desk. Afterwards, Preschool parents will be allowed to walk their children down to the Preschool classroom.
3. Students will be dismissed at 3:30 from the Preschool doors. Parents must wait for students outside under the awning.
4. Students will participate in State required fire, tornado, and lock-down drills.

Enrollment Policies

Admissions:

- Our enrollment process begins the first week of March. Registration forms will be mailed out or available in the school office.
- We follow the State of Michigan age requirements that children must be the age of the class that they are entering before September 1st.
- We require that students must be trained in toilet routines that include the knowledge of when to use the bathroom and the ability to independently remove clothing. Training pants or disposable 'Pull-Ups' are not appropriate for Preschool.

- The State of Michigan requires that all children must be current with immunizations. If a parent selects to not immunize for any reason, a formal waiver must be filed through your local health department. Information regarding this procedure is available in the school office.
- If your child has any medical conditions or food allergies, **PLEASE** let us know before the first day of school so that we can ensure proper training for every staff member regarding how to properly care for your child.

Refund of Tuition and/or Fees:

1. Families withdrawing after registering will be responsible for Fees and/or Tuition for items/services in which St. Matthew has incurred costs. Requests for refunds must be in writing to the School Board Ministry and will be reviewed on an individual basis. These fees include books/supplies, art instruction, computer, and physical education.
2. Registration fees are refundable as follows:
 - If a family withdraws their registration on or before June 15, the enrollment and any other fees paid up front will be refunded.
 - If a family withdraws after June 15, fees will be refunded only in the case of class unavailability. If class space is available, families will be responsible for the enrollment fee, books/supplies, art instruction, computer, and physical education fees.
3. No fees will be refunded if a family withdraws on or after the first day of school.
4. If a family withdraws between the time of registration and the first day of school, tuition that was paid will be refunded 100%.
5. If a family withdraws on or after the first day of school, tuition will be calculated based on nine months and prorated for the number of months attended.

Programs Offered:

*Welcome to Our Mixed Flock of Lambs
(Preschool 3 Year Olds) and Sheep (Preschool 4 Year Olds)!*

After attending a conference regarding the benefits of multi-aged Preschool programs, St. Matthew Lutheran School made a decision to design a "multi-aged" Preschool program. As a result, our Preschool teacher, Mrs. Lisa Rohman, has witnessed many benefits of a multi-aged Preschool class and the new learning opportunities this current structure presents for three and four year old students.

In this structure, our "Lambs" (Preschool 3 year Olds) and our "Sheep" (Preschool 4 Year Olds) have their own individual academic teaching time with Mrs. Rohman. During this time, Mrs. Rohman will focus on each age level's individual reading, writing, and mathematical readiness skills utilizing our Zoo Phonics and Learning Without Tears curriculum. However, during the remainder of the day, we have found that a multi-aged classroom provides numerous opportunities for older students to mentor younger students and assist in their learning while reinforcing confidence and leadership in the older student.

Currently, our mixed flock option has the potential to accommodate ten three year olds and ten four year olds; we would be thrilled to have your child come and join the flock!

Mixed Flock Program (Lambs 3 yr old & Sheep 4 yr old)

Option 1: 8:20 a.m. - 11:20 a.m. Tuesdays and Thursdays

Option 2: 8:20 a.m. - 1:20 p.m. Tuesdays and Thursdays

Sheep Program (4 year old)

Option 1: 8:20 a.m. - 1:20 p.m. (3 days: Monday, Wednesday, Friday)

Option 2: 8:20 a.m. - 3:20 p.m. (3 days: Monday, Wednesday, Friday)

Option 3: 8:20 a.m. - 3:20 p.m. (5 days: Monday, Tuesday, Wednesday, Thursday, Friday)

Health and Safety

Immunizations:

The State of Michigan requires all children to have a complete immunization record and a current health physical from a licensed health provider must be kept on file. If parents select not to immunize, a copy of an official waiver must be on file.

Absences:

If your child will be absent from school, please contact the school office to make us aware and so that we can pray for your child.

Exclusion for Illness:

To help ensure the safety and wellness of all our students, we are requesting that students do not attend school for the following reasons:

Symptom:

Fever of 100 degrees or higher
Diarrhea, vomiting, upset stomach
Body rash
Severe cough
Eye discharge
Greenish discharge from nose
Head lice

Keep child home until:

fever free for 24 hours
no further problem exists
a doctor's note approves return
cough diminishes
a doctor's note approves return
discharge subsides
hair is treated and nit free

No student, staff member, or volunteer should be present with any of these conditions. If any of these symptoms should present themselves during the school day, the student, staff member, or volunteer will be removed from the group, and our school secretary will make the necessary phone calls to parents and/or locate an appropriate substitute. Students who are being sent home due to illness will remain in the school office until a parent can pick them up.

A student diagnosed with COVID must be isolated for five days. This child may return to school during days six through ten, but we require that they wear a mask through their tenth day.

Medication Authorization Form/Medication Storage:

If a student is required to take any form of medication during school hours, parents must have a licensed health provider complete our "Medication Authorization Form" that needs to be signed by both the physician and the parents. Please note that even "over the counter" medications will require a doctor's written authorization. All medication will be stored in a locked medication box.

All parents will be asked to sign authorization to apply sunscreen on their children on sunny days that students go outside.

Accident/Injuries/Incidents:

If a child should become injured during the school day, the staff will immediately attend to the child's needs, and the school secretary will contact the child's parents.

Our staff will do everything possible to provide a safe atmosphere for your child while he/she is attending St. Matthew Preschool. However, if an accident or incident should occur, our staff will take the following steps:

1. The teacher or aide will attend to the child - staying with him/her at all times
2. Basic first aid will be administered, if needed
3. Parents will be notified immediately by the school secretary or principal
4. If necessary, 911 will be called for assistance
5. Necessary paperwork will be completed immediately once the situation is under control

Pre-existing Medical Concerns and/or Allergies

If your child has a pre-existing medical condition or any known allergies, please notify the school office before the first day of school. Under HIPAA laws, all information will be kept confidential unless parents grant permission for this information to be shared with staff and/or other families.

Pest Management

The St. Matthew Lutheran School facility is serviced by Terminex Pest Control on the third Thursday of every month. Any necessary application occurs after school hours.

Adult Supervision and Ratios:

St. Matthew Lutheran Preschool follows the State of Michigan requirements for teacher/student ratios. For Preschool classes with Three-year-olds, the ratio is 1 adult for every 10 students. For Preschool classes with just Four-year-olds, the ratio is 1 adult for every 12 students. Students will always be supervised appropriately during classroom time, hallways, restrooms, lunch time, gym time, outside play, and during Chapel.

Fire/Tornado/Emergency Drills

St. Matthew Lutheran Preschool follows the State of Michigan requirements for practicing emergency drills. As a result, our Preschoolers will practice fire drills once a quarter and experience 2 tornado drills between the months of April and October. The Preschool will also participate in any school related emergency drills, such as "Lock down" drills.

School Closing/Emergency Evacuation Procedures:

In the event of unplanned closings of school due to weather conditions, we will follow the decision of Walled Lake Public Schools. The announcements are made on Channel 7 and Channel 4 local news, as well as WJR radio. You will also receive a text from our "Remind" communication system and an email from our school's Constant Contact Communication system. In the event of hazardous weather developing during the school day, school may be canceled. Again, we will follow the Walled Lake Public School district's decision. If this should

happen, parents will be contacted by Remind text, Constant Contact email, and phone call.

In the event that we would need to evacuate our building due to a fire or gas leak, students will be taken to another area of our St. Matthew property entitled the HOME (2030 South Commerce), which is the house located next to the south parking lot. Parents will be instructed to pick children up from that location if the situation should warrant. If a further distance is required, students will be evacuated to Cross Point Church, located at 2000 South Commerce Road.

Emergency Plans for Natural and Man-Made Disasters - In the event of a natural or man-made disaster that requires the center to shelter the children in place, such as blizzards, floods (natural), road closures, dangerous criminal activity outside the center (man-made), or other such instances, we will do everything we can to ensure the safety of your child.

If possible, we will contact you by telephone, text, email, and television. If we cannot reach you, we will attempt to notify one of your emergency contacts. *Please keep us updated with current contact information for you and them.*

We will continue to care for your child as usual and maintain their typical routine to ensure a calm and comforting atmosphere. Your child will be provided with rest, snacks, and meals, even if we must extend the sheltering past our typical childcare hours.

If your child has any special needs, the teacher and/or principal will stay with your child and will be responsible for gathering and administering any special food, medicine, adaptive equipment, or other necessary items. The teacher and/or principal will provide care for your child until you are reunited.

Please follow any directions we provide for reuniting you with your child. We will follow the directives of professionals who are in control of the emergency, such as utility companies or police. If we cannot be in contact with you, please listen to local television or radio reports. Although being separated from your child can be an upsetting situation, please remember that safety is our main priority.

Do not attempt to come to the school if we are in a lockdown situation until it is safe to do so. Once the emergency has been resolved, your child will be released to you following our normal, daily, sign-out routine. Should an emergency contact arrive to pick up your child, the contact will be expected to provide identification before we will release your child. *Please review this policy with your emergency contacts, prior to any emergency.*

Should a disaster such as a wind storm that knocks out electricity (natural), or a gas leak (man-made) require us to evacuate the school, we will contact you as noted above.

Our off-site relocation site is the HOME next door, located at 2030 South Commerce Road. We will walk the children over there. Once there we will continue to care for your child and maintain a calm and comforting atmosphere until you can be reunited. This includes any special care that is required, as also outlined above.

Again, the safety of everyone is our main priority and once we are all evacuated and accounted for, we will reunite families as outlined above.

General Operation Policies and Procedures

Sign In and Sign Out:

Every parent is asked to sign in their child upon arrival and sign out their children when they leave. After hours Kids Care is available to Preschool aged children. If parents select to have children attend Kids Care, the Preschool teacher will indicate "Kids Care" on the sign out sheet and release the child to the Kids Care supervisor.

Licensing Handbook:

Per State of Michigan licensing requirements, our St. Matthew Licensing Handbook is available for parents to examine. It is kept outside the Preschool room and has all licensing inspection documentation.

Preschool Handbook:

Every parent will receive a copy of the St. Matthew Lutheran School Preschool Handbook and will need to sign documentation indicating that they have received a handbook.

Clothing:

Every student is required to have a change of clothing, including shirt, pants, underwear, and socks, just in case of a need to change clothing during the school day.

During cooler weather, it is necessary for each child to dress appropriately. Children will frequently go outside to play. Boots, waterproof mittens, a heavy jacket, snow pants, and a hat will be needed for winter play.

Rest Time:

Students staying beyond 1:20 p.m. will be required to rest/nap. Every student will need bedding for his/her cot that can be contained in an enclosed bag. All bedding will be sent home on Fridays to be washed and returned on Mondays.

Preschool Classroom Discipline/Management Policy:

Our staff uses positive and Christ-centered methods of discipline. Scripture states in Proverbs 22:6, "Train up a child in the way he should go and when he is old he will not turn from it." Utilizing this command from God, we understand the importance of setting appropriate boundaries for children and also age appropriate ways in which to redirect or remind them of the rules. All forms of discipline will be done in loving and Godly ways, and corporal punishment or any physical activity will never be used.

Classroom rules would include:

- Show God's love toward others
- Keep your hands and feet to yourself
- Use an inside voice when in the building
- Show respect for the school and for other children's belongings
- Walk in the classroom and the hallways

We will begin teaching these rules and reminding the children about them on the first day of school. Since children need practice in order to remember, we will always encourage children who seem to be having trouble remembering the rules. We practice the three R's procedure of: Remind, Redirect, and, as a last step, Remove the child from the area but not the classroom for a quiet thinking time. If a child is having a challenging or difficult time, the classroom aide or the teacher will lovingly work with that child. All forms of discipline will be done in loving and Godly ways. If the teacher feels that it is necessary, a parent conference may be scheduled to help all parties involved brainstorm solutions for how to best address a behavioral issue.

We also encourage our students to use their words when a conflict arises between them. Our goal is to encourage them to try to work out the conflict between the two of them before adults need to get involved. During our first weeks together, we will work very hard at cultivating and encouraging friendships and establishing a safe and loving atmosphere in our classroom.

Snacks:

Snacks are a scheduled part of our day. It is an opportunity for your child to socialize, refuel their bodies, and learn how to be more independent by serving themselves and cleaning up after themselves.

Please note the following:

- Morning snack is a community snack. One family per week will be assigned to provide snacks.
- All community snacks must be unopened and have a list of ingredients available for the teacher to see and/or read.
- Please strive to send in a healthy snack for your child each day for the afternoon.

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- **We are a "peanut-free" classroom, PLEASE do not send peanuts or any type of nut product.**
- We will serve water as our drink for a snack.

Hazardous Items To Avoid Bringing for Snacks/Lunches:

Please avoid packing items for snacks/lunches that can be a choking hazard.

Such items, especially for children ages 4 and under, would be hot dogs, whole grapes, nuts, popcorn, raw peas, large hard pretzels, large chunks of raw carrots, and the like.

Birthday Snacks:

We love celebrating birthdays and thanking God for the gift of your child! If you would like to send in a birthday treat, please speak to your child's teacher regarding this. **Please make sure that your treat is nut-free** and in individual portions so that it is easy to distribute among all the children. We have napkins, cups, and spoons in our room. Occasionally, we may ask parents to replenish our supply.

Birthday Parties:

If you are planning a birthday party for your child with just a select few students from the class invited, please send your invitations through the mail to avoid hurt feelings. If you are inviting the entire class, we would be happy to put invitations in student cubbies at school.

Lunch:

Students that stay for lunch will need to either bring their own lunch or they may purchase lunch from our St. Matthew cafeteria. Lunch may be purchased through the school office for \$4.00 per lunch.

- Once again, we remind you that **we are a "Peanut free" classroom** so please do not send any peanut butter or peanut products in your child's lunch.
- Please send a drink in with your child's lunch.
- All lunch boxes must be labeled with your child's name and placed in the lunch box tub that has the proper date written on it and is located outside our classroom.
- To keep food from spoiling, we require that you provide some type of freezer/ice pack inside your child's lunch box.

Student Supplies:

- Please label your child's backpack, coats, and boots.
- Please make sure that your child has an extra set of clothes placed in a Ziploc bag and left in their backpack.
- Please make sure that your child wears socks each day.
- A Supply List is sent home before school starts. Please bring your child's supplies to school on the very first day.

Kids Care:

We understand that not all family schedules are conducive to a school day schedule. Kids Care is a before and after school program that was designed to address childcare needs. The hours of our Kids Care program are from 6:45 - 8:00 a.m. and 3:30 - 6:00 p.m. If you are interested in enrolling in this program, please contact the school office at (248) 624-7677.

Field Trips:

Field trips occur about every other month; most field trips take place during our regular scheduled class time. Field trips outside the classroom require each child to have an adult accompany them. All adults attending field trips will need a background check completed before departure. If you would select to meet everyone at the scheduled venue, you must have a background check during the day before the field trip.

Singing in Church:

On occasion, Preschool students will have an opportunity to sing in church and enhance the worship service with their joyous songs of praise. The Preschoolers also partner with Kindergarten students to perform in an annual Christmas program. Details regarding these opportunities will be posted in the teacher and school newsletters closer to performance dates.

Volunteer Hours:

Each family is expected to contribute 20 volunteer hours throughout the school year. Many opportunities to achieve these hours will be available. Attending field trips, classroom parties, classroom events, etc., all can be used towards obtaining your 20 hours. All volunteer hours must be logged electronically. You will receive information at the beginning of the school year regarding how to log your hours. However, please be aware that our church/school has a "Child and Youth Safety Screening Policy" that we must follow. All volunteers must present a valid driver's license before volunteering so that a proper background check can occur. All volunteers will assist staff members and not be left alone with children.

Volunteer/Employee Screening Policy

All employees will complete the State of Michigan Background check that includes fingerprinting and checks for criminal/child abuse convictions. All volunteers must have a background check completed by the school office each time that they volunteer or are in the presence of our preschoolers. A staff member and/or volunteer shall not be present in the center if he or she has been convicted of any of the following:

- a. as a listed sexual offender
- b. child abuse or child neglect
- c. a felony involving harm or threatening to harm an individual

Any unscreened staff will always be supervised by a screened staff member.

A Typical Day of a St. Matthew Preschooler

TIME	ACTIVITY	WE ARE LEARNING...
8:10	Arrival & Morning Routine	Students participate in the morning routine as they arrive. The routine is: put belongings away, sign in, answer the question of the day, say bye to his/her family, and do the table activity.
	Table Time	Students have a table and engage in the activity at the table. Students are learning various literacy, math, science, art, and/or fine motor concepts/skills. The activities are often connected to our theme.
8:20	Jesus Time Praise Music	Students learn a Bible story through different methods such as puppets, manipulations, drama, and song. They take part in a circle prayer, dance, and sing praise songs. We share our thoughts and feelings of how God wants us to follow Him. We pray for our friends and family members who need Jesus' love and healing. We ask God to bless our day at preschool. On Wednesdays, we attend Chapel with the other classes in our school.
8:30	Bathroom Break	
8:40	Gym/Outside/ Gross Motor	Various gross motor activities are set up around the playground to practice and develop various gross motor skills. Students can also play on the equipment.
9:00	Snack/Reading Buddies	Snack provides many opportunities to explore math concepts and skills. Students practice book handling, social, literacy, and language skills when reading independently or with friends in the library center. All students will wash their hands before snack and use the restroom if needed.
9:20	Circle 1	We start with the question of the day to build literacy skills. Then we read a book related to our theme. Students share, join in, make meaning, and make connections to build reading comprehension, book knowledge, and/or phonemic awareness. We may also incorporate connecting activities (charts, graphs, songs, etc.) to build oral language, social skills, science/math concepts, and various literacy skills.

9:40	Play Plans & Centers	Students make a plan for play, deciding where they want to go, who they want to play with, and what they want to play (verbally, then as the year progresses, written.) Students pick a center they want to work in with a friend or independently. Students change centers as they wish. Our centers are art, blocks, science, writing/literacy, pretend, and fine motor. New themed activities are added to each center every week. Skills and concepts students are learning during centers are literacy, math, science, art, fine motor, and social skills.
10:40	Small Group	The class is split up into two groups based on ability, interest, or random selection. New games and skills are introduced and practiced at this time.
11:00	Outside/Gym Gross Motor	Various gross motor activities are set up around the playground to practice and develop various gross motor skills. Students can also play on the equipment.
11:30	Circle 2	For circle 2 we focus on building social skills, character, or science. We may read a book, engage in a character building or social skills activities, have a class meeting, or have a science talk.
11:45	Lunch/Bathroom	Students and teachers eat lunch together as a family in the classroom. When a student is finished eating, they use the bathroom and read with a peer or individually.

12:15	Journals/Read Around the Room	Students draw and write about their day at the tables. Students are learning about concepts of print, writing, letters, sounds, and strengthening fine motor muscles.
12:30	Music/Movement	Music time is filled with songs, rhymes, instruments, and use of gross motor equipment. Through music we build and learn various language skills, phonemic awareness, math concepts, music, social skills, and gross motor skills.
12:45	Table Time	Students pick a table and do the activity on the table. Students are learning various literacy, math, science, art, and/or fine motor concepts/skills. The activities are often connected to our theme.
1:30	Bathroom/Rest Time	All students rest quietly on their cots.
2:00	Quiet Activities	The students who are not sleeping will engage in quiet activities at the back table with a teacher to practice various skills.

2:20	Snack/Reading Center	Snack provides many opportunities to explore math concepts and skills. Students practice book handling, social, literacy, and language skills when reading independently or with friends in the library center. All students will wash their hands before snack and use the restroom if needed.
2:40	Outside Gross Motor	Various gross motor activities are set up around the playground to practice and develop various gross motor skills. Students can also play on the equipment.
3:00	Pack Backpack Goodbye/Prayer	Students pack their backpacks and put on their coat. We pray for safe travel home and ask God to bless our evening. Students sit on the bench, listen for their name to be called, and are released to their parent/guardian.

We are thrilled that you have selected St. Matthew Lutheran Preschool and we look forward to a wonderful year where together in Christ, your child will learn, grow and serve!

Parent-St. Matthew Preschool Agreement

I have received a copy of the *St. Matthew Preschool Handbook*, and I agree to the policies and procedures set forth in this document.

As a parent, I also agree to:

1. Keep my child's health records up to date and report all illnesses to the school.
2. Follow the health policies outlined in this Handbook.
3. Read all communication provided by the teacher and school.
4. Handle all conflicts according to Scripture and as outlined in the Handbook.

In return, the St. Matthew Preschool will:

- 1. Follow the most recent regulations set forth by the State of Michigan**

Department of Human Services Bureau of Children and Adult Licensing.

This includes having all staff and volunteers (as defined in the regulation Handbook) screened for criminal misconduct, child abuse and neglect, 16 hours of continued education per year, CPR Training, First Aid Training, and Blood Born Pathogen Training.

- 2. Provide a daily schedule of activities and weekly newsletter.**
- 3. Treat all families fairly and with Godly love and respect.**
- 4. Uphold the policies in this Handbook and notify all families in writing of policy changes 30 days prior to their effective date.**
- 5. Provide the best quality of Christian education to your child and family.**

Parent Signature:

By enrolling your child into St. Matthew Lutheran Preschool, you have agreed to the policies and procedures set forth in this Handbook.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

Child Care Licensing Bureau

CENTER MUST CHECK ONE

☐ The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.

☐ The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.