

St. Luke Preschool - 2009-2010 Handbook

People were bringing little children to him... in order that he might touch them, and the disciples spoke sternly to them. But when Jesus saw this, he was indignant and said to them, Let the children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it. And he took them up in his arms, laid his hands on them, and blessed them." Mk. 10:13-16

Purpose

To provide a Christian atmosphere for group living in which the whole child grows.

Program

Through a program based upon the one-, two-, three-, and four-year old child's needs and abilities, we help the child become well adjusted, secure, happy, and able to enjoy their age to the fullest.

At all times, the program is carried out by teaching methods based upon proper understanding of child development. Because skillfully directed "work-play" is the foundation of a good preschool, we use "work-play" and recognize its values for the one-, two-, three- and four-year old child.

Play has purpose and meaning for the young child: it is the way young children learn. Play is the child's natural approach to understanding life situations and a means through which he gains new understanding and skills in problem solving. Play promotes motor skills, socialization, and the development of language.

Calendar

August 10-14	Conferences
August 17	First Day of School
September 6	Labor Day
October 30	Spaghetti Dinner
November 3	Work Day LCS
November 11	Veterans Day
November 25 - 27	Thanksgiving
December 21-January 3	Christmas
January 18	Martin Luther King Holiday
January 21 - 22	Work Days LCS
February 15	Early Dismissal
March 29	Work Day LCS
March 30 -April 5	Spring Break
May 14	Last Day of Preschool

School Hours

Early Morning Program	7:45 AM - 9:00 AM	Ages 2-4
Preschool Hours	9:00 AM - 12:00 noon	Ages 1-4
Lunch Bunch	12:00 noon - 1:00 PM	Ages 3-4

Loading and Unloading

Unloading begins at 8:50 AM and ends at 9:10 AM. A staff person takes your child out of the car at unloading.

Loading begins at 11:50 AM and ends at 12:10 PM. A staff person puts your child in the car when loading. Drive beyond the carport line to secure your child.

During normal weather, loading and unloading occurs at the side entrance of the educational building.

During inclement weather, loading and unloading occurs at the covered entrance to the Christian Life Center. Our signs will direct you accordingly.

Late Pickup Fees

You are expected to pick up your child by 12:10 PM for preschool and 1:00 PM for Lunch Bunch. You will be charged a late fee of \$5.00 for every fifteen minutes you are late.

Tuition

St. Luke Preschool tuition is divided into nine equal payments, August through April. Payments are due on the first of the month, and are considered late after the tenth, at which time a \$5.00 late charge is assessed.

If a child begins school after the month of August, May tuition is due.

Families with multiple children attending St. Luke Preschool receive a 25% discount for all children after the first child enrolled. The discount applies to the lesser tuition.

Please make checks payable to St. Luke Preschool. Our mailing address is:

St. Luke Preschool, 2916 Wicker Street Sanford, NC 27330-7655

Tuition Rates for 2008-2009

One-Year Olds	
One day	\$54
Two days	\$94
Two-Year Olds	
Two days	\$90
Three days	\$126
Four days	\$180
Five days	\$216
Three-Four Year Olds	
Two days	\$87
Three days	\$121
Five days	\$203
Lunch Bunch and Early Morning	
\$3.00 per each attendance	

Madge Oldham Scholarship Fund

St. Luke Preschool offers a scholarship program for long- and short-term use. Inquiries should be made to the Director. Donations and fundraisers are the sources of the fund in honor of our school's beloved teacher of four-year olds, Madge Oldham.

Inclement Weather, School Closings and Delays

Lee County schools closed	Preschool closed	
Lee County Schools delayed one hour	Preschool opens at 9:00 AM	NO early morning drop-off
Lee County Schools delayed two hours	Preschool opens at 10:00 AM	NO early morning drop-off

Enrollment

Enrollment for the next year is **NOT AUTOMATIC**. If your child is eligible to continue at St. Luke Preschool, they have priority to enroll during the latter part of January. Enrollment for the general public begins in February.

A child must turn the age of the class in which they are enrolling by October 16 of the school year so that their progress is in accordance with admittance requirements for public school.

Absences and Withdrawals

We ask the courtesy of a month's notice if you are planning to withdraw your child. No refunds are given if a child is withdrawn before a month is completed. Tuition charges continue if a child is kept home temporarily for illness or for other reasons. This payment reserves your child's place in the class.

If the school is temporarily closed as a health precaution or for any reason beyond the control of the school, tuition shall continue to be charged.

Curriculum

Goals

While our curriculum objectives are consistent by age level, each teacher structures her classroom according to her and her students needs. Teachers structure classroom activities that are developmentally appropriate for each child's age group, and your child's teacher will provide you with that information. Calendars or newsletters with current curriculum details will be sent home regularly.

Chapel

Each month, our St. Luke church pastors conduct Chapel Time for our three- and four- year olds in the Casey Chapel.

Music

Three- and four-year old children attend a weekly music class. Children experience seasonal and Christian music using rhyme, rhythm, and movement.

Speech

If needed, speech therapy at no cost is provided through the Lee County Schools.

Class Trips

We plan for trips to be completed during regular school hours. If a class trip will cause irregular hours, the details of transportation will be worked out in advance.

Potty Training

Children in our three- and four-year old classes must be potty trained prior to school opening.

Playground / Christian Life Center

Our church provides playgrounds for younger and older children, and we encourage daily outside playground time. During inclement weather, our children can play indoors in our Christian Life Center.

Daily Considerations

Clothes

For Play: Please dress your child to be comfortable for work/play. The everyday clothes worn at home help your child feel most natural, free and sociable at school. Tennis shoes are best since all classes play outside most days. Flip-flops and sandals are unsafe on the playground.

For Weather: Please dress your child properly for the weather at ALL times! We seldom let the weather change our plans for trips or for our daily need of fresh air.

For Identification: Please plainly label all removable garments - sweaters, jackets, scarves, hats, gloves, boots, etc.

Messages from Home

Please send any message for the teacher in writing, and preferably pinned to your child's shirt or to the outside of his or her book bag.

Bringing Things from Home to Share

St. Luke Preschool welcomes your child sharing any item of joy they discover or which relates to the current curriculum. Please identify any item brought to preschool which you want returned.

Health (Physical and Emotional)

Health Certificate

You are required to complete the Preschool's Statement of Health Form from your family doctor indicating that all immunizations are up to date and that your child is physically and emotionally capable of all physical activities and social life of the preschool. This form must be turned in NO LATER THAN September 30.

Precaution: We ask you to let us know if your child has any allergy or handicap, and if s/he is under a doctor's care for any such condition. This information enables us to continue correct care during preschool hours.

Sickness

If your child is sick, please do not send them to school. Teachers have the right to send a sick child home. If your child becomes ill at preschool, they will remain in the office while we contact you. If your child acquires a communicable disease, please let us know. If your child is too sick to play outside, do not send your child to school. We do not have the personnel to supervise your child while the rest of the class is playing outside.

Emotional Considerations

If or when a child's behavior becomes so disruptive that the welfare of the group or particular children within the group is threatened, the teacher will:

1. Talk with the parents to determine the cause of such behavior.
2. Discuss with the parents what corrective measures can be applied to the situation or relationship in order to eliminate the cause of the child's behavior.
3. If, after conscientious effort and thought by both teacher and parents, the child is not helped, parents will be encouraged to seek professional help.
4. At that time, continuation in school depends upon the recommendation of professional help as well as upon the Preschool Board's prayerful

estimate as to whether the child's continuation is of benefit to the child and the class.

Party Policies

In order to create a level of uniformity throughout the preschool with regards to holiday parties, we have established the following guidelines. We hope that these suggestions will make planning much easier and less burdensome for everyone.

1. Seasonal plates, napkins and cups make a party festive.
2. Refreshments might include things such as cookies, doughnut holes, cupcakes, chips, cheetah, cheese wedges, sliced apples or oranges and grapes. A small sandwich or rolled lunch meat is appropriate as children often do not want to eat much lunch after a party at school. Suggested drinks would be things like Hi-C, juice and Sunny Delight.
3. Small goody bags may be, but do not have to be, provided for each child by the parents hosting the party only. We ask that no gifts be sent in by anyone other than the host parents.
4. You may choose to give one book or toy for use in the classroom in lieu of individual gifts or goody bags for each child. Parties are a wonderful opportunity to teach your child about the value of giving to others.
5. Please do not send in balloons as they can be dangerous to young children.

St. Luke Preschool Staff

One-Year Olds

Valerie Davenport - Valerie joined the staff in 2002. Her background is in sociology, having completed both a Bachelor of Arts degree from NC State University and a Master's of Social Work from the University of North Carolina at Chapel Hill. She worked for ten years in the Moore County Schools.

Cathy Lewis - Cathy also joined our staff in 2002. She is well known in the community for her many years of devoted service at the Buffalo Presbyterian Preschool. Cathy has also worked in our church's After School Care Program.

Two-Year Olds

Carolyn Lee - Carolyn joined our staff in 1993. She attended Fayetteville Tech and Fayetteville State. Before joining our staff, she worked for ten years in a preschool program in Fayetteville. Carolyn is now also the Director of the St. Luke UMC After School Care Program.

Harriet Martin - Harriet joined the preschool staff in 1994 when she began our Lunch Bunch program. A long time member of St. Luke Church, she attended Elon College and Sandhills Community College.

Three-Year Olds

Linda Morton - Linda received a Bachelor of Science in Business Administration from Meredith College. She is a long time member of St. Luke Church and joined the preschool staff in 1989.

Bunny Paderick - In 1993, Bunny began our one- year old program. She now teaches our three- and four-year olds. She attended Durham Tech where she completed a degree in Respiratory Therapy.

Kathryn Doster - Kathryn rejoined our staff in 2002, having previously worked at St. Luke Preschool for three years. She worked in the interim at The O'Neal School, where she was a librarian and the Director of Technology. A long time member of St. Luke UMC, Kathryn received a Bachelor of Science in Business Administration from the University of North Carolina at Chapel Hill.

Cathy Lewis - Cathy joined our staff in 2002. She was well known in the community for her many years of devoted service at the Buffalo Presbyterian Preschool. Cathy has worked in our church's After School Care Program.

Four-Year Olds

Janie Murphy - Janie received a Bachelor of Arts in Early Childhood and Elementary Education from West Virginia Wesleyan College. She has also taken Master's level course work in reading at Eastern Michigan University. A long time member of St. Luke UMC, Janie joined our staff in 1985.

Bunny Paderick - In 1993, Bunny began our one-year old program. She now teaches our three- and four- year olds. She attended Durham Tech where she completed a degree in Respiratory Therapy.

Amanda Powers - Amanda attended East Carolina University, where she graduated with a Bachelor of Science degree in Child Development and Family Relations. She joined the preschool staff in 1989.

Music - Jill Blum rejoined our staff in 2004 as our Music Teacher. She previously taught four year olds at our Preschool from 1996-2000. Jill graduated from Rio Grande College with a Bachelor of Science degree in Elementary Education. She also has five years of teaching experience at the elementary school level.

Teacher's Assistant - Shirl Yarborough joined our staff in 1990. She previously had many years of experience caring for young children in her home day care. She is past Director of St. Luke's After School Care Program.

Assistant Director/Teacher's Assistant - Janice Dossenbach attended Chowan College. Beginning as an aide in 1982, Janice's job has steadily evolved into a Teacher's Assistant and as Assistant Director for the St. Luke Preschool.

Director- Ellen Mangum attended the University of North Carolina at Chapel Hill, where she received a Bachelor of Arts degree in Intermediate Education. She has eight years of teaching experience at the elementary school level. A long time member of St. Luke UMC, Ellen became the preschool Director in 1984.