

St. Paul Lutheran -ELC
Parent Handbook
2023-2024



ST. PAUL

LUTHERAN CHURCH & SCHOOL

TABLE OF CONTENTS

CENTER INFORMATION.....3
MISSION STATEMENT.....3
PHILOSOPHY.....3
GOALS & OBJECTIVES.....4-5
ORDER OF ADMINISTRATION.....5
ADMISSIONS AND ENROLLMENT.....6

PROCEDURE.....6
 WAITLIST.....6
 CHILD REQUIREMENTS.....7
SCHEDULE OF OPERATION.....7
 HOURS OF OPERATION.....7
ARRIVALS AND DEPARTURES.....7
 PARKING.....7
 ARRIVAL.....7
 DEPARTURE.....7
 FULL-DAY ARRIVAL AND DEPARTURE.....8
 ACCESSING THE CENTER.....8
 LATE PICKUPS.....8
 AUTHORIZED CHILD PICKUP.....8
STUDENT SUPPLIES.....8
 SCHOOL SUPPLIES.....8
 PERSONAL BELONGINGS.....9
 DRESSING FOR SCHOOL.....9
DAILY SCHEDULES.....9
 HALF DAY 4K.....9
 HALF DAY 3K.....10
 FULL DAY 3K/4K.....10
PRESCHOOL CURRICULUM.....11
DISCIPLINE.....12
 CHILD ABUSE AND NEGLECT.....12
FEES.....12
PAYMENTS.....12
SNACK AND LUNCH POLICY.....13
CLASS BOOKS AND PHOTOGRAPHY.....14
PARENT COMMUNICATION AND INVOLVEMENT.....14
EMERGENCY CLOSING OF PRESCHOOL.....15
 TORNADO WARNING AND OTHER EMERGENCIES.....15
 OUTDOOR TEMPERATURES FOR INCLEMENT WEATHER.....15
HEALTH AND SAFETY.....16
 ILLNESS POLICY.....16
 MEDICATIONS.....16
 SANITATION OF TOYS AND EQUIPMENT.....16
CONCLUSION.....17
DIRECTORY.....18
RECEIPT OF PARENT HANDBOOK.....19

CENTER INFORMATION

St. Paul Early Learning Center
1530 S Main St
Lake Mills, WI 53551
elc-care@st.paullakemills.org
920-648-2918

St. Paul Early Learning Center is affiliated with St. Paul Lutheran Church and School. We are also a member of the Wisconsin Evangelical Lutheran Synod and are in full agreement with their teachings.

St. Paul Early Learning Center program has a maximum capacity of 64 and serves children ages 3-4. The center operates 3 and 4 year old preschool from August-May and offers summer care from June-August. Please refer to the school calendar for specific dates St. Paul is not in session.

Our Federal Tax ID#: 39-1020546

MISSION STATEMENT

The purpose of St. Paul Lutheran Early Learning Center through the congregation is to assist parents with the Christian education and training of the children and to reach out as a mission arm of the church to those who do not know Christ as their Savior.

PHILOSOPHY

St. Paul Lutheran Early Learning Center is based on the philosophy that:

1. God gives parents the primary responsibility for nurturing their children.
2. The preschool program assists parents in nurturing the growth of their preschool age children in a Christian environment.
3. Children develop best in an atmosphere of Christian love, care, trust, and respect.
4. Developmentally appropriate experiences are provided for all children, with “hands-on” activities that further their spiritual, physical, intellectual, emotional, and social development.

GOALS & OBJECTIVES

St. Paul Lutheran Early Learning Center exists to nurture and train God's little ones as followers of Jesus. Although parents have been given primary responsibility for the training of their children, the school program exists to assist parents in this nurturing process. Therefore, it shall be the objective of this preschool program to:

1. Assist our parents in teaching their children in the truths about God's wonderful plan of salvation for all people.
2. Help the child grow in Christian stewardship of time, gifts, and talents.
3. Help the child give expression of his/her faith as it pertains to his/her relationship with others.
4. Help the child develop his/her mental talents through new learning experiences.
5. Help the child develop emotionally.
6. Help the child to take care of and to develop his/her body, which is a temple of God.
7. Help the child become acquainted with the school environment in preparation for kindergarten.

Even though there is a correlation and an overlap among spiritual, social, emotional, mental, and physical growth, the following specific processes and activities are included in the curriculum.

Spiritual growth includes

1. Knowing the Bible is God's inerrant Word for each of us.
2. Recognizing his/her sin and the Lord's forgiveness.
3. Knowing that our Lord loves and protects them.
4. Believing and trusting in Jesus as his/her Savior from sin.
5. Knowing God the Father as their loving creator and protector.
6. Believing the Holy Spirit works faith in their heart
7. Believing in heaven.
8. Learning that Christ's love should motivate them to live as the Lord expects (recognizing right from wrong.)
9. Realizing that the good news of Jesus' birth, death and resurrection is a message to be shared with all people.

Mental growth includes:

1. Increasing attention span.
2. Beginning deductive reasoning.
3. Learning simple organizational skills.
4. Learning communication skills.
5. Developing reasoning and problem-solving skills.
6. Learning mathematical skills.

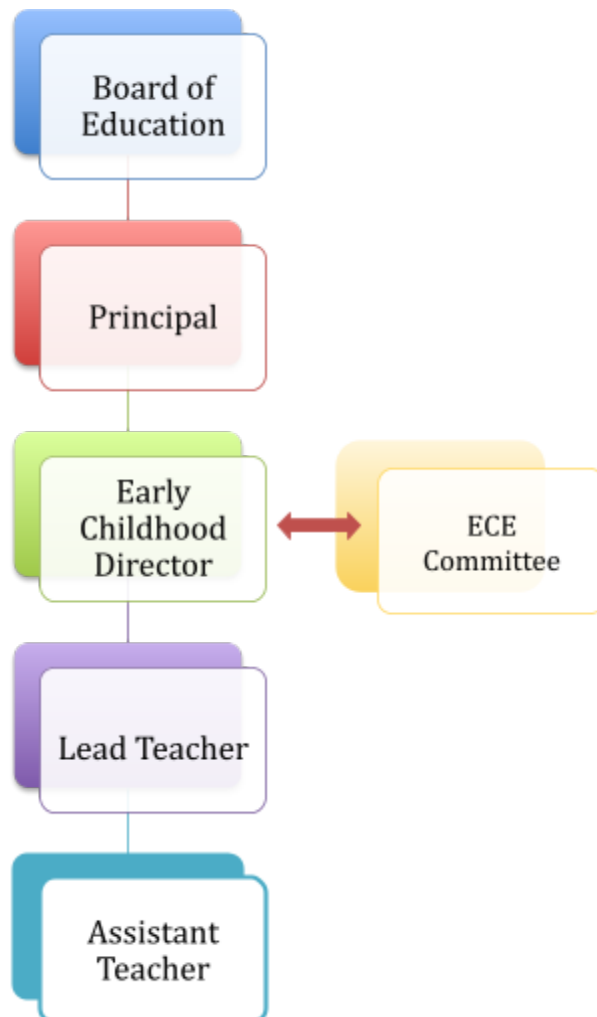
Social growth includes

1. Learning independence.
2. Accepting compromises.
3. Learning to share.
4. Assuming responsibility of caring for self and possessions.
5. Taking turns.
6. Recognizing how one's behavior affects others.
7. Showing respect toward others.
8. Developing awareness regarding the behavior and roles of Christian boys and girls.

Emotional growth includes:

1. Learning appropriate ways to respond to other's feelings.
2. Learning appropriate ways to express feelings.

ORDER OF ADMINISTRATION



ADMISSIONS AND ENROLLMENT

St. Paul Early Learning Center does not discriminate on the basis of race, color, gender, religion, national and ethnic origin in its administration, education, employment and/or programming policies and practices. The programs and St. Paul Early Learning Center are inclusive of all children, including those with identified disabilities and special learning and developmental needs. The center will make accommodations to meet the needs of children with disabilities as described in the Americans with Disabilities Act. All staff assigned to special needs children will be aware of their special needs (mental, physical, health) and any intervention plans. Staff may make appropriate professional referrals when necessary.

Procedure

Enrollment is limited. Members of St. Paul Lutheran Church and the children of current St. Paul Lutheran School families will have first priority to fill the open spaces in the various rooms of the center. The priority will occur during an early enrollment period beginning January 1. Once the early enrollment period is over, current program participants will receive a two week priority window before open enrollment begins. Once general enrollment opens, enrollment will be taken on a first come, first served basis, subject to availability.

All parents will fill out the application here: <https://stpaulakemills.org/application>

Once the application and \$100 application fee is received, the director will notify families of their enrollment status.

Parents or guardians must provide the following completed forms *prior* to the first day attended:

1. Enrollment Form - Online Registration
2. Signed Calendar indicating the child's schedule for the first 4 weeks of attendance
3. Child Health Report filled out by a Physician
4. Authorization to Administer Medication - As needed
5. Permission slips - Summer Care
 - a. Sunscreen Permission Form
 - b. Walking Field Trip Permission Form
 - c. Field Trip Transportation Permission Form
6. Up to Date Immunization Record
7. One Call & Door Code Form - Online Registration
8. Media Release Form - Online Registration
9. Emergency Medical care or Treatment Consent Form - Online Registration
10. Parent Handbook Acknowledgement Form-Signed
11. Financial Agreement

Parents are required to keep up to date health forms on their child. The director or school secretary will contact you if your forms are out of date or about to expire. Expired paperwork may result in temporary exclusion from the program.

Changes to enrollment must be communicated to the director as soon as possible.

Waitlist

If there are no openings currently available, your name (child's name and birth date) can be added to the waiting list. The non-refundable registration fee of \$70.00 will save your place on the list.

Child Requirements

Children should be potty trained. Children having frequent toileting accidents will be asked to postpone attendance until they are fully potty trained.

Children entering the four-year-old program must be four by September 1st. This date coincides with the age requirement for the state of Wisconsin for children entering Kindergarten.

SCHEDULE OF OPERATION

Hours of operation

St. Paul Early Learning Center is open from 6:30am-6:00pm Monday- Friday on regularly scheduled school days. When St. Paul is closed, the preschool and childcare is closed as well. See emergency closing policy for emergency closures and snow days.

Occasionally parents may need to have their child picked up earlier or depart later than what was submitted on the monthly calendar. Whenever possible, we will do our best to accommodate these requests.

ARRIVALS AND DEPARTURES

Parking

Please avoid parking in stalls with yellow cones in front. These cones indicate the path for the car line pickup.

Arrival

Preschool parents will be allowed to bring their child(ren) into the entryway where they will be met by their teacher aide. When several students in the particular classroom have accumulated, the students will be escorted down to their classroom. **All parents of preschool students will be asked to bring their children through the south parking lot entrance of the campus.** Children must be logged in at the time of drop off.

Departure

Half-Day preschool parents will wait outside the entry lobby area and the children will be escorted down to the entry area at 11:00 am or 3:00 pm. **Parents of half-day preschool students being excused at 11:00 am & 3:00 pm will be excused outside the north parking lot doors. Older siblings will also be excused at these doors. Preschool students will never be picked up in the car line.** Children must be logged out at time of pick up.

Authorized or Impaired Pick Up Your child will only be allowed to leave with an authorized pick up person. You must provide verbal or written permission to the staff members in order to authorize an alternate pick up person. Any non-parent picking up your child will be required to show proper identification. If an unauthorized person arrives to pick up your child, St. Paul will notify parents immediately.

St. Paul will not release your child to the care of any individual who appears to be impaired. We will notify families/designated emergency contacts immediately. If the situation is escalated or if the situation endangers the safety of children or staff members, St. Paul will contact the appropriate law enforcement agencies.

Full-Day Arrival and Departure

Please be sure the director has the monthly schedule promptly. If arriving before 7:30am, parents must use their door code to gain access to the building. Your child should be walked into the before care room by their parent or guardian. If departing after 3:00, parents must use their door code to gain access to the building. Be sure to check cubby for any take home art, teacher notes, newsletters or daily sheets. Children must be logged in/out at time of drop off/pick up.

Accessing the center

St. Paul Early Learning Center and School is a completely secure facility. Office personnel will let parents into the office after guests ring the doorbell. In order to enter the school after hours (before or after school care/full time care for preschool), parents will use the keypad outside of the three main entrance doors.

Authorized Child Pickup

We will not release a child to anyone other than his/her parent or legal guardian or an individual listed on the enrollment form. Written permission must be provided before a child is released to anyone else. Forms for this are provided in the school office. Staff will check ID's of any person picking up they are unfamiliar with. No one under the age of 16 is permitted to pick up a child from the center.

STUDENT SUPPLIES

Teacher approved school supplies

All Preschool

Please label your child's school supplies. 1
Plastic School box 8x5 -Hackbarth/Tomhave
Personal Water bottle Backpack 2 Inch
Clear View 3-Ring
Binder-Hackbarth/Tomhave 1 Inch Clear
View 3-Ring Binder- Byers Crayola
Washable Markers (Classic Colors) 24
Count Crayola Crayons Elmer's Glue Bottle
(2) Glue sticks (3) Extra Set of Clothes in a
gallon Ziploc bag --top, pants,
undergarments, socks (label this please)
Baby Wipes 4x6 family picture Small Sized

Paper Plates(girls) Napkins (boys)
Sandwich size Ziplock Bags Other
Donations Stickers Extra Crayons Extra
Markers Buttons Gallon Size Ziplock Bags

Full Time Students

Rest items:

Child-sized blanket & small pillow

Other Donations

Stickers

Loose leaf paper

Extra crayons

Buttons

Extra Clorox Wipes

Cots are provided

Personal Belongings

Children often have security items they like to bring from home. This is acceptable, but we ask only one security-type item be brought to school. Please be considerate of the size of the item--often a small blanket or stuffed animal. Please encourage your child to wean off of the item as you can. Please be sure to label any item brought from home. St. Paul is not responsible for personal items that are lost or damaged.

Dressing for School

Parents should dress their child in clothing that is comfortable, washable, and that allows for self-dressing. Pants with difficult belts and fastenings are best avoided. Outside play is part of our scheduled program. Children should be dressed appropriately for the weather. We suggest tennis shoes or shoes with non-skid soles. Open-toed shoes are unsafe to wear with many of our movement activities. Children wearing open toed shoes will not be allowed to participate in riding the tricycles. Three and four year olds may go sledding during the winter. The children will need snow pants, boots, hats, and mittens to make his/her outdoor experience a pleasant one. Children are required to have a change of clothes at school, including underwear, socks, top and bottom. (Parents should be sure to change these clothes seasonally and as their child grows.)

DAILY SCHEDULES

(Subject to Change)

Half Day 4K

(Between 7:30 and 8:00 you and your child will be met in the south entry entryway)

7:30 Welcome, Sign-in, Table Activities

8:05 Class Meeting- opening song, calendar

8:15 Jesus Time

8:30 Large Group/Handwriting Without Tears

9:00 Large Movement(Gym or Outside)

9:30 Math Time

9:45 Book Time

10:00 Snack

10:15 Music and Movement

10:25 Discovery Time

10:50 Clean Up

10:55 Dismissal (a teacher will walk the children to the front entryway)

Half Day 3K

(Between 7:30 and 8:00 you and your child will be met in the south entry entryway)

7:30 Arrival Time/Table Toys

8:00 Morning Meeting

8:15 Movement (Gym) [or Outside until (8:45)]

8:30 Bible Time

8:45 Transition-Brain Break

8:55 Large Group (Literacy,Mathematics, etc.) & Read Alouds

9:15 Small Group (Follow-up focus)

9:30 Snack/Planning Time

9:45 Plan-Do-Review

10:30 Clean Up

10:40 Closing Meeting/Music

10:50 Dismissal (Transitions) (a teacher will walk the children to the front entryway)

Full Day 3K/4K

| | |
|-------|---|
| 7:30 | Welcome, Sign-in |
| 8:00 | Calendar |
| 8:15 | Jesus Time |
| 8:30 | Class Meeting |
| 8:45 | Handwriting Without Tears |
| 9:00 | Recess |
| 9:30 | Math Time |
| 9:45 | Book Time |
| 10:00 | Snack |
| 10:15 | Music Time |
| 10:30 | Discovery Time |
| 11:00 | Clean Up/Video |
| 11:15 | Bathroom |
| 11:25 | Lunch |
| 12:10 | Stories |
| 12:30 | Rest Time |
| 1:30 | (Early Risers/Nonsleepers-sensory/Quiet Play) |
| 2:00 | Outside Play |
| 3:00 | Snack Time |
| 3:15 | Free Play/Centers |

PRESCHOOL CURRICULUM

The preschool of St. Paul will teach according to the following: (Printed Curriculum in **bold**)

- Bible
 - **Christlight - NPH**
- **High Scope Curriculum**
- Content Areas
 - Approaches to Learning
 - Social and Emotional Development
 - Physical Development and Health
 - **SPARK PE for early Childhood**
 - Language, Literacy and Communication
 - **Letter Links-Alphabet Learning with Children's Names**
 - **Handwriting without Tears**
 - Mathematics
 - **Saxon**
 - Creative Arts
 - Sing & Make Music - NPH
 - Science and Technology
 - Social Studies

[Preschool Curriculum Document](#)

DISCIPLINE

All discipline is to be carried out in a positive and constructive manner. The welfare of the students demands that the Christian disciplinary measures aim to develop pupil self-discipline, self-direction and self-control.

Teachers will...

1. develop constructive, developmentally appropriate activities that will engage students throughout the day.
2. use a variety of teaching strategies to enhance learning.
3. be present at all times-inside and outside.
4. keep classroom rules consistent and concise. (Christ-centered and age-appropriate.)
5. create a strong home-school connection; parent-teacher cooperation is essential.
6. approach each discipline situation with these conflict resolution steps (HighScope:)
 - Approach calmly, stopping any hurtful actions. Place yourself between the children, on their level.
 - Acknowledge children's feelings. ...
 - Gather information. ...
 - Restate the problem. ...
 - Ask for ideas for solutions and choose one together. ...
 - Be prepared to give follow-up support.
7. contact parents regarding the behavior if it does not subside.
8. inform the director on behaviors.
9. reach out to the director for support.

Child Abuse/Neglect Reporting

Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m. In addition, school boards are to ensure all employees receive training provided by the Department of Public Instruction within six months of initial hiring and at least every five years thereafter, Wis. Stat. sec. 118.07(5). Employees are considered to be anyone who receives an annual statement of wages for tax purposes (W-2 form) from the school district. Some school districts contract with a Cooperative Educational Service Agency (CESA) or other organizations for different kinds of services. In such cases, school districts may wish to consider requiring these contracted personnel to participate in the required training, if they work with students.

St. Paul faculty and staff who know or have reasonable cause to suspect that a child is being abused or neglected are required to report this information. No employee or volunteer will be reprimanded or risk loss of his/her job as a result of such reporting.

Confidentiality St. Paul will not share any information about a child or a child's family with anyone who is not authorized to receive such information. This includes personal and medical information.

FEES

Half-Day 3K (7:30-11:00 am)

Mon-Tues \$165/month

Wed, Thur, Fri \$240/month

Childcare on regular session days (11:00-3:00pm) \$15.00/day

Half-Day 4K (Monday-Friday) (7:30-11:00am) \$140.00/month

Childcare on regular session days (11:00-3:00pm) \$20.00/day

*Before care included in prices for half-day programs (6:30-7:30am)

Full-Day 3K/4K-Mixed ages (7:30 AM-3:00pm) \$190.00/week

- before+after care included in weekly price (6:30-7:30 am + 3:00-6:00 pm)

Late Pickups

St. Paul Early Learning center closes at 6:00pm. Parents/guardians will be charged \$1.00 for every minute after 6:00pm, which will be added to your account. If the child has not been picked up by 6:00pm, staff will attempt to contact the parents/guardians. If they cannot be reached, the alternate pickup or emergency contacts will be called.

PAYMENTS

All payments are due promptly. Delinquent accounts may result in a student suspension until obligations are met.

Digital payments may be submitted through your Brightwheel account. Families are responsible for any processing fees for digital payments.

Payments may also be made by cash or check in the school office. Make checks payable to:

St. Paul Lutheran

SNACK AND LUNCH POLICY

St. Paul Lutheran School utilizes a hot lunch and milk punch card program. Tickets should be purchased prior to receiving hot lunch or milk for cold lunch. (St. Paul will not withhold food from your child--children will not go without food for longer than a three hour period.) Each lunch punch will include one hot lunch and one carton of milk. The punch cards will be given to the classroom teacher to take care of. The teachers will mark off lunches and milk as they are used.

Preschool children do NOT use milk punch cards for snack times.

Lunch punch card (blue) will be sold at \$50.00. (Good for 20 lunches.)

Milk punch card (green) will be sold at \$8.00 (Good for 20 milks.)

ALL PUNCH CARDS ARE NON REFUNDABLE

All menus are published ahead of time; a monthly calendar, a weekly note, and on our website. If a particular menu needs to be changed, we will try to let families know a least a day ahead.

Parents may also send a lunch from home for their child. We encourage a caregivers to view the USDA “Child Meal Pattern” to provide a nutritionally balanced meal for lunch when sending from home: https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf

Half time preschool students will receive a morning snack in their preschool classroom. Each teacher updates parents regarding snack wants and needs for their respective class.*

Full time preschool students will receive a morning and afternoon snack in their preschool classroom and afternoon care room. The teacher for the full time students will update parents regarding snack wants and needs for this room.*

*St. Paul depends on parents to frequently provide snack donations to help fill the cupboards to provide approved nutritious snacks. Please see the approved list of snack brands and items per your child’s respective classroom.

CLASS BOOKS AND PHOTOGRAPHY

Periodically the children will be photographed. Some pictures are used for educational purposes. For example, several class books of various experiences are made. The children will be asked to draw and tell about the experience. His/Her photograph will be included on that page. Other pictures will be shared to their classroom instagram accounts, emails or classroom blogs. There is a media/photography permission form filled out on the online registration form.

PARENT COMMUNICATION AND INVOLVEMENT

The parent-teacher relationship is very important. During the school year activities are provided for parent involvement in the school program. We also inform parents, in a number of ways, about their child's activities and progress:

Preschool Information Meeting This meeting is scheduled during August as an opportunity to meet parents and get to know the students.

Open House View the preschool rooms, meet the teachers and ask any questions.

Brightwheel St. Paul will use a website and phone App called Brightwheel in order to keep track of child attendance, daily activities, communication and needs to families and provide you access to your child's records. If a child is not in attendance before 8:30 am, a message will be sent through brightwheel informing parents of the absence.

CCB We provide families with this cloud-based database that is a vital tool in communication here at St. Paul. Parent names and contact information will be added to the group(s) that pertain to their individual needs (for example: the 3K group or the 4K group.) Specific classroom news and notes come from this database.

Sunday Note A weekly newsletter is emailed from the office providing important school information for the upcoming weeks. Included in the newsletter will be notes about upcoming events and other information that will be useful to parents of children in preschool. Special notices may also come home periodically during the month, as the need arises.

Parent/Teacher Conferences Conferences will be scheduled to provide a time for parents and teachers to meet. A skills evaluation of each child is provided at this time. This is not a report card. It should be used as a tool to evaluate each child's progress, and should not be used as a comparison with other children's progress.

Documentation All written reports (behaviors, incidents, attendance, etc.) will be added to your child's file.

Grievance Procedure If you have questions or concerns about your child's class or the program for your child, please discuss these with your child's teacher. If you feel there is a need for more discussion or action, please speak with the director. We want to be sure you are satisfied and happy with the program and the safety and well-being of your child.

Termination/Withdrawal

Parents or guardians must provide written notice of intent to withdraw a child at least two weeks in advance. Parents or guardians are financially responsible for two weeks from the date of the written notice regardless of attendance.

If parents and center staff mutually agree that the placement of a child is inappropriate or feel that the center is unable to meet the child's needs, the two-week financial responsibility may be waived.

St. Paul may terminate enrollment for the following reasons:

1. Failure to pay fees
2. Failure to comply with policies and procedures
3. Failure to submit forms for filing required by the Wisconsin Department of Health
4. If a child's behavior is creating emotional or physical danger to other children. Each situation will be assessed on an individual basis. Timeframes and methods will be determined case by case. In all scenarios, parents or guardians will be involved from the start.

If St. Paul does decide to terminate a child's participation in the program. The Education Board will be notified. Parents will be given a written and verbal notice. The notice will be for immediate termination if necessary but St. Paul will give a two week notice when possible.

Refunds Refunds for program fees are only provided under special circumstances such as St. Paul's inability to meet your child's needs, a parent's job loss, or significant family concerns.

EMERGENCY CLOSING OF PRESCHOOL

If preschool is closed due to inclement weather, we will notify parents by the following methods:

1. One Call notification system by either text or telephone.
2. NBC Madison & Milwaukee stations or WKOW Madison
3. If the **Lake Mills** schools are closed due to inclement weather, we will also be closed.
4. If a 2 hour delay has been called, there will be no morning preschool session. Students enrolled in the Full-Time program may come at 9:30am.

Tornado warning and other emergencies

In the event of a tornado warning or similar emergency, children will be taken to the nearest tornado shelter (signs are posted in each classroom and throughout the building that indicate a shelter spot.) Fire drills will be practiced each month. The dates and times of the drills will be recorded and posted.

Outdoor Temperatures for inclement weather

Children are to have time to play outdoors each day unless the weather is inclement or when it is not advisable for health reasons.

Children will not go outside if:

1. The temperature or heat index is over 90 degrees.
2. The temperatures and/or wind chill is below 0 degrees.
3. It is raining and/or lightning has been spotted.

Missing Child

In the event of a missing child, staff will thoroughly search the entire facility and grounds in an effort to locate the missing child. If the missing child is not found during the search, the director will notify the child's parents and the appropriate law enforcement agency immediately.

HEALTH AND SAFETY

Emergency Cards Each parent must fill out emergency information with their online registration form. This information allows us to take action during a medical emergency.

Immunization Form Each child must have a completed immunization form on file. Vaccinations records must be up to date.

Vision and Hearing Screening St. Paul Early Learning Center conducts vision and hearing screening during the school year.

Illness Policy It is in the best interest of each child that we expect parents to keep their child at home when he or she is ill. If a child is well enough to come to school, we will expect him/her to participate in outdoor play. Parents are required to keep their child at home if he/she shows any of the following symptoms in the previous 24 hours:

Fever (above 100 F)
Nausea or vomiting
Skin rash or sores
Inflamed or swollen eyes
Diarrhea
Cough or sore throat
Headache
Head lice

After a fever, a child's temperature should be normal (98.6 F) for 24 hours before he/she returns to school. Parents will be called and asked to take their child home if he/she becomes ill at school.

State law prohibits us from dispensing any kind of medication unless a physician or parent provides us with permission. A form for dispensing medication is available in the school office.

Medications

Prescription or nonprescription medications may be administered by trained personnel upon written request while at St. Paul. Medications may be left at school for the period of time the child is taking it and must be accompanied by our completed "Medical Authorization Form." (If this is a prescription medication, a form must be authorized/signed by the child's primary care provider as well as the parent or guardian.

Sanitation of toys and equipment

Tables and like surfaces will be washed with soap and water and sprayed with a state approved disinfectant solution (tbsp bleach to 1 qt of water.) Tables will be wiped clean and dry with fresh paper toweling before each snack/meal, after each snack/meal, after messy activities and at the end of each day

Chairs will be washed with a state approved disinfectant.

Countertops will be cleaned and sanitized daily.

Classrooms and common areas are swept, vacuumed and/or mopped as needed throughout the day.

Toys and equipment will be washed and sanitized by running them through a complete dishwasher cycle or with a state approved disinfectant solution.

CONCLUSION

This is a special privilege to be entrusted with instructing your child. We are here to serve you and pray this service will be to the glory of our Savior, Jesus Christ.

Preschool and Childcare Families,

St. Paul recently started using Brightwheel, a tool for classroom management, communication, photos, videos, online bill pay, and much more. If your child will attend preschool or before school or after school care in some way during the school year, it is your responsibility to follow these 4 steps after submitting your school registration paperwork:

(You will receive an email invitation in order to begin the following steps.)

1. **Create a free brightwheel account.** When you receive an invitation via email or text, please create a free parent account using either the [web](#) or [mobile app](#). Make sure to use the same [email address](#) or [cell phone number](#) that the invitation was sent to. Here is a [quick video overview](#).
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within brightwheel until we start to use it regularly.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
4. **Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your [payment information](#). Here is an online [Payments Setup Guide](#) with more info.

See a video tutorial [HERE](#):

<https://www.youtube.com/playlist?list=PLWkfMDOm0pnF0bWPntP7m7dSSi6ID6JUR>

If you have any followup questions or concerns, please contact the Director.
elc-care@stpaullakemills.org

DIRECTORY

Address: 1530 S. Main St. Lake Mills, WI 53551

Website: www.stpaullakemills.org

Phone #'s: Church: 920-648-2235

School: 920-648-2918... Fax: 920-648-2250

Faculty

Mrs. Allie Byers.....920-253-1138
Early Childhood Director

Mr. Steve Gartner.....920-397-8043
Elementary Principal

St. Paul Pastoral Staff

Rev. Bruce McKenney.....920-988-9500

Rev. Timothy Nass.....920-883-2166

Rev. Douglas Tomhave.....920-723-9806

RECEIPT OF PRESCHOOL HANDBOOK

This handbook describes information and policies regarding St. Paul Lutheran Preschool.

I, the undersigned, have received and had the opportunity to review this preschool handbook and fully realize that myself, my child(ren), and St. Paul Lutheran employees must abide by the policies set forth in this handbook.

Parent/Guardian Signature

Date

Name Printed

Parent/Guardian Signature

Date

Name Printed