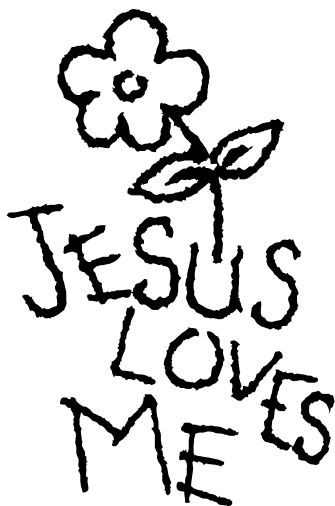


EARLY CHILDHOOD EDUCATION PROGRAM

2023 – 2024



ST. JOHN LUTHERAN SCHOOL

(Wheatfield)

North Tonawanda, NY

St. John Evangelical Lutheran School

St. John's Purpose Statement:

To nurture children academically and spiritually toward a life of
witness and service in Christ.

TELEPHONE: 693-9677

FAX: 693-2686

WWW.STJOHNNT.COM

office@stjohnnt.com



**Principal
Mrs. Katie Gundell**

January 2023

Dear Parents,

This handbook is prepared to acquaint you with the St. John Lutheran Early Childhood Education Program. Early Childhood Education has become a precursor to elementary education programs. Many of the current instructional strategies introduced at the elementary and secondary schools have their origins in early childhood instruction. Cooperative learning, problem-based learning, thematic studies and hands-on approaches find their roots in early childhood education.

The mission of St. John Lutheran School is to nurture children academically and spiritually toward a life of witness and service in Christ.

Our School and Early Education Program integrate faith in Jesus Christ into education so the child may base the truth of what he/she learns on the truth of Holy Scripture. Therefore, the child is not only being prepared to meet the challenges of life in this world but also prepared for a life of service to our Lord in His Church, the community, and the world to come.

The Early Childhood Program is taught by a professional educator and an assistant. The classes are purposefully kept small to ensure quality learning takes place. Our dedicated Christian teachers establish a caring atmosphere while developing your child's spiritual, social, emotional, mental, and physical development.

Our entire teaching staff encourages good communication with the families of our students, realizing that part of a total education involves home and school working together.

Yours in Christ,

Mrs. Katie Gundell

CLASSES

The classes are taught in well equipped rooms. Each day both 3 & 4 year old classes have access to the gym or outdoor playground for physical activity.

The preschool options are as stated below.

CLASS HOURS: 8:30 AM-2:30 PM

MONDAY-FRIDAY

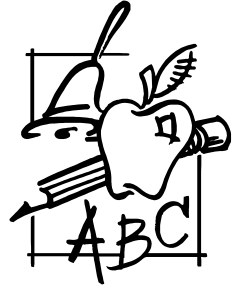
- \$4,120

MONDAY, WEDNESDAY, FRIDAY

- \$3,040

TUESDAY, THURSDAY

- \$2,320



Our latchkey program offers extended hours for childcare starting at 7 am and open until 5:30 pm.

CLASS SIZE

The Early Childhood Program is a totally self-supporting, non-profit educational organization. We strive to maintain a class size that is ideal within NYS standards to provide an excellent beginning for children. A maximum of 16 three-year-olds and 18 four-year-olds can be enrolled per session. Any deviation from class size is up to the discretion of the school and in the best interest of the children.

ADMISSION POLICIES

- ✓
- ✓ St. John Lutheran School does not discriminate based on race, nationality, disability, or ethnic origin in any school related activity.
- ✓ Children enrolling in the three- and four-year-old programs must be 3 and 4 years old respectively by December 1. Each child must be toilet trained and independent prior to the beginning of school.
- ✓ Each child who is newly enrolled, is done so on a one-month trial basis.
- ✓ No deductions or rebates are made for absences, illness, school closings, or cancellations due to conferences.
- ✓ Verification of required immunization and/or



screening must be provided before classes start in September as follows:

- 1) 4 doses of Dtap
- 2) 3 doses of Polio vaccine (IPV/OPV)
- 3) 1 dose of Measles, Mumps, Rubella Vaccine (min. age-12 mos.)
- 4) 1 to 4 doses of HIB (Haemophilus Influenza, Type B)
- 5) 3 doses HEP B
- 6) 1 dose of Varicella (Chicken Pox) (minimum age-12 mos.)
- 7) 1 to 4 doses of PCV

*Exemptions must include documentation by a health care provider of having had the disease or a medical exemption must consist of a written statement from a physician licensed to practice in NY State stating there is a valid medical contraindication to varicella vaccine.

- 8) Physical Exam
- 9) Proof of lead screening from physician

REGISTRATION

There is a non-refundable and non-transferrable registration fee that is paid by all students enrolled. This fee covers school insurance, some consumable workbooks and textbooks, art supplies, weekly news publications, and other consumables. The fee is published prior to the school year and is subject to yearly review.

TUITION AND FEES

All fees and payment schedules are determined by the Board of Christian Education. The registration fee is due with your application form. This fee is non-refundable and non-transferrable.

The current registration and tuition rates are printed on the last page of this handbook. Tuition payments are to be made as listed on the schedule or may be paid in full at the beginning of the school year.

A late charge of \$25.00 may be applied to any tuition over two weeks past due. After a month, unpaid tuition and late charges may result in withholding your child from class until payment is received in full. It is important that any delay in payment of tuition be brought to the

attention of the school office. There is a \$20 fee for all returned checks.

SCHOOL CALENDAR

The school calendar will be given to you and is also available on Fast Direct under links. Please post this in a convenient place.

When Niagara Wheatfield schools are closed because of weather conditions, we will not be in session. School closings can be found on WGR Channel 2, WIVB Channel 4 or WKBW Channel 7 and parents will be notified by Fast Direct. Snow days and other cancellations due to school closings will not be rescheduled.

LATCHKEY

Morning and afternoon Latchkey is organized to provide St. John students enrolled in Preschool through grade 8 before and after school supervision. Morning sessions begin at 7 am and afternoon sessions are offered from 2:30-5:30 pm. A Latchkey Handbook is available from the office or on Fast Direct. Please refer to that for regulations and fees.

ARRIVAL AND DISMISSAL

Children should enter and exit through the front door of the building. In order to ensure your child's safety, we require that each child go directly to their classroom before class and be picked up by an adult at the entryway door.

A child will not be dismissed with anyone except a parent, or someone designated by the parent on Fast Direct to take the child home. If it is necessary for someone other than the parents to pick up the child, a written note to the teacher is necessary. Please inform the child of this arrangement.

HEALTH & SAFETY

Please keep your child home if he/she has a cold or symptoms of illness. The close contact of children at this age causes germs to be transmitted

easily. Please notify the school of your child's absence and illness.

It is necessary to inform the school as soon as your child has been diagnosed as having a contagious illness. For certain contagious diseases such as impetigo or lice, a doctor's permission slip or permission from the school health office is needed to be readmitted to the classroom. Medications will NOT be administered by school personnel without the proper paperwork.

A school nurse administers the health records. If records are found deficient, the school nurse will call, and the deficiency must be corrected immediately. Thank you for your cooperation.

WHEN TO KEEP YOUR CHILD HOME

ILLNESS

Covid 19

Any fever

Vomiting or diarrhea

Strep throat/scarlet fever

Pinkeye

Any undiagnosed rash

Head lice

WHEN TO RETURN TO SCHOOL

Follow current guidelines according to Niagara County Department of Health

When fever is gone for **24 hours** without medication (i.e., Tylenol)

When symptoms are gone for **24 hours** 24 hours after start of treatment, with a medical note

When eyes are clear or have been treated with antibiotics for **24 hours**, with medical note

When symptoms are gone for **24 hours**, with medical note

When head is treated and free of lice and nits as determined by the school health office (students must be cleared before riding the bus)

In case of an accident occurring while the student is in our care, an accident report form will be filed, and an insurance claim form will be available to the parents.

A phone call will be made if a child is ill or involved in an accident. Please make sure the information on Fast Direct, completed at the beginning of the year, is kept up to date.

LUNCH & SNACK

Our school participates in the federally funded lunch program every day except half days. We are proud to offer these nutritionally balanced lunches to our students each day. Free & Reduced lunch is also available for qualified families. Information will come home in August. Lunches can be prepaid weekly or monthly by placing payment in an envelope with your child's name and grade and placing in the lock box outside of the main office. The funds will be added to your child's lunch account and can be seen on your Fast Direct.

Part of our routine is a daily snack. A monthly calendar will come home to let parents know when it is their turn to bring snack. We encourage healthy foods. Please send a snack, drink, cups and napkins.

If for any reason your assigned date is inconvenient or your child is unable to attend on that day, it is your responsibility to plan with another parent to assure that the class has a snack.



CLOTHING

All clothing should be clearly marked with the child's name. School themed shirts are worn every Friday by all students. A large school bag (approximately 13x15) is required for both the 3- & 4-year-old programs. Sneakers are required in the gym and while using the playground.

Dress children in outfits they can quickly manage.

PARTICIPATION

We have one or two parents from each class fill the position as room parent. They help to coordinate class activities and parties.



The 3- and 4-year-old classes attend chapel on special occasions with grades K-8.

St. John has a Parent-Teacher League. The fellowship and programs are designed to help you as parents become more aware of the emotional, physical, spiritual, and academic needs of your child. Programs are also designed for “whole family involvement”. Attendance and participation affect your child’s education in many positive ways. The PTL also sponsors fundraising activities for equipment and material which are used to improve our educational programs.

During the year, there are school functions in which all students are expected to participate. This includes two Sunday worship services (Christian Education and Lutheran Schools’ Week), a Christmas Program in December and a musical, talent show, or concert in the spring. Please watch for the dates to be announced and plan to attend.

THERAPY DOG PROGRAM

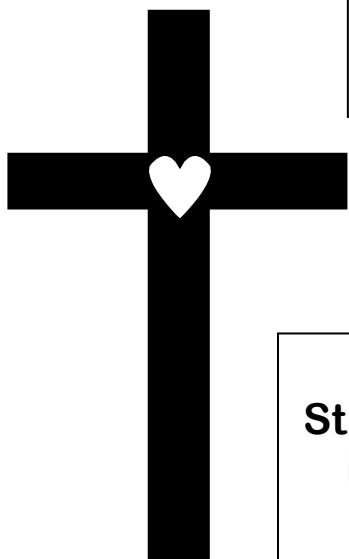
Tater, the Therapy Dog, has been a welcomed addition to our family here at St. John. Tater joins us each week to benefit the students, faculty, and staff by

- Relieving stress
- Improve reading skills & confidence
- Improve test scores
- Boost attendance
- Ease social isolation & help children learn social skills
- Decrease anxiety while increasing serotonin & dopamine levels



STARTING THE SCHOOL YEAR

During August you will receive information by mail regarding the start of the school year. Included is information on parent-student orientation, the first day of school, the preschool calendar, Fast Direct, and other information needed to begin the school year.



**OUR
MISSION
STATEMENT**

**The mission of
St. John Lutheran School
is to nurture children
academically and
spiritually toward a life of
witness and service in
Christ.**

EARLY CHILDHOOD PROGRAM TUITION AND FEES

**Registration Fee for all classes: \$175.00
\$225.00 after February 28, 2023**

CLASS HOURS: 8:30 AM-2:30 PM

MONDAY-FRIDAY

- \$4120

MONDAY, WEDNESDAY, FRIDAY

- \$3040

TUESDAY, THURSDAY

- \$2320

*An extended day through our latchkey program is available starting at 7 am and open until 5:30 pm. There is an additional fee for the extended childcare.

OPTIONS FOR PAYMENT

- 1) **Full Payment Plan:** Cash or check due to the office no later than July 3, 2023.
- 2) **Four Quarter Payment Plan:** Cash or checks must be submitted to the office no later than August 15, 2023, November 15, 2023, February 15, 2024, & April 15, 2024. See tuition policy for late payment fees.
- 3) **10-Month Payment Plan:** Deducts tuition payment automatically from a checking, savings, or credit card account each month, August - May. An Authorization form must be filled out and turned in, no later than July 27. A 2% non-refundable enrollment fee is added to the first of 10 monthly payments for enrollment in this option. See tuition policy for late payment fees.