

ST. JOHN'S LUTHERAN 3 & 4 Year Old Preschool

317 North Sixth Street

Watertown, WI 53094

920-261-3756

www.stjohnswatertown.org



Revised: September 9, 2022

PHILOSOPHY AND PURPOSE

St. John's Lutheran Preschool offers early learning experiences to three and four year-olds in a loving, caring, safe, Christian environment. We believe that children learn and develop through active play and hands-on learning. We exist to assist parents in nurturing the growth of their child spiritually, academically, emotionally, physically, and socially. Each day is filled with structure, routine, and fun activities to help the children grow in these areas.

SPIRITUALLY: The children will learn that God loves them, God takes care of him, and God lovingly forgives them when they've done wrong. In each lesson the children will learn many of the truths apply their lives.

ACADEMICALLY: The children will grow in their cognitive skills and abilities in preparation for kindergarten. The children will have a variety of learning experiences that foster good work habits, critical thinking skills, and problem-solving techniques.

EMOTIONALLY: Each child will learn to operate "on their own" successfully. Within a framework of loving guidance, each child will grow in their level of responsibility and maturity.

PHYSICALLY: The children will further develop coordination in large and small muscles through many experiences ranging from organized play activities to cutting with scissors and manipulation pencils and crayons.

SOCIALLY: The children will learn the important values of sharing with and caring for others. This will be accomplished through cooperative peer-group play and organized activities. Lessons from the Bible and other sources will help to emphasize the importance of loving one another.

OBJECTIVES

The aim of St. John's Lutheran Preschool is to provide an environment conducive to spiritual, social, emotional, physical, and intellectual growth as defined in the following objectives:

1. To instill in the young child the knowledge of God's love for him.
2. To encourage the child to speak to God in prayer.
3. To lead the child to appreciate the wonders of God's creation.
4. To help the child become aware of and have an interest in the world around him.
5. To encourage in each child a healthy self-image as a child of God.
6. To foster love and respect for all people.
7. To help each child understand his feelings and how to cope with them in God-pleasing ways.
8. To help each child feel at ease about being away from home.
9. To help each child learn to enjoy the friendship of others-both children and adults.
10. To help each child learn to work and play independently.
11. To give each child many opportunities to work and play cooperatively in a group.

12. To provide each child with opportunities to experience success.
13. To inspire in each child the love of learning.
14. To assist each child in proper muscular and motor development.
15. To provide a wide variety of opportunities for creative expression.
16. To provide for and encourage good listening and speaking experiences.
17. To strengthen family ties and to help parents understand their children better.
18. To provide the security of gentle Christian discipline.
19. To foster a feeling of responsibility toward property and materials.
20. To provide an opportunity for positive learning experiences.
21. To provide opportunities for the child to develop critical thinking skills and problem-solving techniques.

ENROLLMENT

Children who will be 3 years old by September 1st are eligible for the 3 year old preschool. Children who will be 4 years old by September 1st or children who are 5 years old and have not entered Kindergarten are eligible for the 4 year old preschool. Enrollment is without discrimination on the basis of race, color, sex, or national origin. The child must be in good health and have up-to-date immunizations.

HOW TO ENROLL

You may enroll your child in St. John's Lutheran Preschool by completing the pre-registration form if your child is already enrolled in the St. John's Childcare Program. All new children to St. John's must complete the enrollment application form. Enrollment begins in January for the next school year and will continue until the class is filled. Early registration/enrollment is encouraged to ensure a spot in the class.

EDUCATION FEE AND PAYMENT

Each parent or guardian is responsible for the payment of tuition, fees, and books. Checks are to be made payable to St. John's Lutheran School and footnoted "Education Fees."

1) Full Payment Plan:

Tuition, which is paid in full on or before Registration Day, will be reduced by 10%. Please do not post date checks to receive discounts.

2) Monthly Payment Plan:

Payments will automatically withdraw via Electronic Fund Transfer (EFT) from the family designated bank account on the 15th of each month. Should the 15th fall on a weekend, the fees will be withheld on Monday—the next business day. At registration 10% of Education Fees are due with 9 remaining payments (Sept.—May) processed via EFT. All other school purchases from the school and book store, Eagle Boosters, etc. will need to be paid in full on registration night. Details of banking policies, charges for non-sufficient funds, and account forms will be available at registration. Plan to bring bank account information with you (a blank check) to registration. Parents paying with this

option will be asked to sign the School Registration Form and the Banking Agreement Form on Registration Day.

Childcare Fees:

Childcare fees will be paid through electronic funds transfer (EFT). Every 2 weeks, on Friday, or next business day if Friday falls on a holiday, St. John's Childcare will process an EFT/ACH for payment due on the childcare account. Families are to complete an Electronic Funds Transfer (EFT) Authorization Form found in the information packet during enrollment. A family may petition the Board for School and Family Ministry in writing if they wish to request an alternate payment method other than EFT. If approved, the family is expected to make full payment within one week of the bill date. In the event of non-payment, St. John's administration will carry out policy procedures which includes denial of childcare services.

SESSIONS

TWO, THREE, FOUR, and FIVE DAY SESSIONS

Families have the option of sending their child to 3 or 4 year old preschool anywhere from 2-5 days per week. Days are set at the beginning of the school year and remain consistent throughout the year. 3 year old Preschool classes meet from 7:50 – 11:00 a.m. 4 year old preschool classes are held from 12:00 – 3:10 pm. Sessions begin after Labor Day and follow the regular school calendar.

PHYSICAL EXAMINATION

The state of Wisconsin recommends that all children have a physical examination before entering preschool programs; however we do not require one. The state requires that immunizations be up-to-date. Immunization records for each child must be filed in the school office.

MEDICATION

No medication of any type will be given to a child without the written consent of a parent. If a child needs to take a prescription medication during school, a form must be signed by a physician. Please inform your child's teacher should your child be under medication which might affect the child in class. Simple injuries will be washed and bandaged.

NEEDED SUPPLIES

A school supply list is provided to parents in summer with supplies the child will need for school.

PREPARING YOUR CHILD FOR PRESCHOOL

The initial separation of a young child from his parent is sometimes quite traumatic. Preschool may be that first separation. The best preparation you can give your child is self-confidence.

The average child can learn to do everything if he feels confident. Boost your child's confidence by emphasizing the familiar; don't build up school as a place where unfamiliar things go on. Emphasize the joys of teaching and learning. Don't dwell on the hard work and discipline required. Other things which will help prepare your child are:

1. Enjoy them. Spending time with them. Let them be part of your daily life. They will learn a great deal from being with you, learning by your example. Let them "help" you. This will help them gain confidence in themselves.
2. Reading to them. Children learn to enjoy reading by having been read to from little on. They can also gain many experiences through books.
3. Exposing your children to crayons, scissors, paste, glue, pencils, craft items, and other learning tools. By using these materials they learn to control better the small muscles in their hands along with developing good eye-hand coordination. It will also stimulate their imagination and creativity. Make sure you spend time to teach them the proper way to hold the pencil (one finger on top).

TRANSPORTATION

Parents are responsible for arranging safe and reliable transportation for their children. Please let the teacher know who will be transporting your child if it's someone other than yourself.

DAILY ADMISSION AND DISMISSAL

Children should be brought to the classroom by the person transporting them. Any special instructions for the day should be given to the teacher. Children will be released at dismissal time only. When 3 year old Preschool dismisses the children will exit the main building doors. When 4 year old Preschool dismisses the children will exit at the Jones Street doors (South entrance). You may park on the playground.

OTHER INFORMATION

It is hoped that this handbook will answer most of your questions about St. John's Lutheran Preschool. You will find other helpful information in the regular St. John's Lutheran School Family Handbook available to you in the information packet or at registration. It covers such items of general interest as Absences, Health, Inclement Weather, Proper Student Dress, and Parent/Teacher Consultations. Each week during the school year, the school publishes a newsletter, the "Eagle Flyer", to keep parents and students informed of weekly activities. From time to time notes are also sent home by individual teachers outlining special items dealing with just their particular class. If you have any questions, please feel free to call or email the school (920-261-3756), or teacher directly. . We will be happy to try to answer your questions!

ABC's of Our Class



A

Attendance. 4K students may arrive at 12:00pm through the school front entrance. The doors will be locked so you will need to ring the doorbell. If your child will be absent from school, please call the school office to let us know.

C

Church Singing. We will be singing in church throughout the year. The children work very hard on practicing their song so please make it a priority to come not only on those Sundays but every Sunday. We learn a lot about church in our day to day discussions.

E

Eating. A snack will be served every day. You will be assigned one day each month to bring in a snack for the entire class. Along with the snack, you may be asked to bring in another item to restock our snack supplies (milk, juice, napkins).

G

Good Behavior. School rules will be taught and followed. Each student is to treat others with love and respect. Teachers will help guide students to make good choices. Parents will be informed if any problems were to take place.

I

Inevitable Winter. Winter will come. When it does, there is NO need to bring snow pants and boots to school everyday. We will schedule special days to go outside and play in the snow. We will inform you a few days prior to when those days will be.

K

Keeping Informed. Please keep us informed on any information that may effect your child's school day. We also will keep you informed if anything happens at school that you should know about. We want open communication with all our students' parents.

B

Backpack. A big backpack is needed and brought to school every day. Include a change of clothes (shirt, pants, underwear, socks, shoes) in a Ziploc bag just in case something would happen at school.

D

Dismissal. 4K is dismissed at 3:10 through the Jones Street doors. You may park on the road or in the playground parking lot. You do not need to come inside. We will come out to you.

F

Folders. Your child will have a take home folder and a Bible story folder. The take home folder should come to school in their backpack everyday. Look in it every night for important information. Remove any items needing to stay at home. Return any items needing to be filled out and brought back to school.

H

Helping the Classroom. Our classroom always appreciates your help. Outside the classroom door there are classroom wish list items. You can take an item off the wall and help our classroom by purchasing that item.

J

Jesus. He is present in everything we do at St. John's. Each child will be reminded daily of Jesus' love for them. A new Bible story will be taught each week. Please read more information about the Bible story folder on additional handout.

L

Library. Once a week the class will get to go to the school library. They will pick out one book to bring home and read with their family. The book should be returned to school by the next library visit in order to be able to check out a new book.

CSMPYKINDER

4K: Ms. Jenessa Werre
Cell: 608-606-4176 School: 920-261-3756
Email: jwerre@stjohnswatertown.org

M

Monthly Calendars. Two calendars will be sent home every month in your child's take home red folder. One calendar will be a snack calendar. Also, when it is your child's snack day, they are also the Star of the Day! The other calendar will include all classroom activities for the month.

O

Offering Envelopes. Every week an offering envelope will be sent home in the take home folder. These offerings will go toward Christian organizations in need of financial support. Even giving a little helps in a big way. Return the envelope to school by Friday to give in chapel.

Q

Questions - Please question your child each day after school. Ask what they learned, who they played with, what snack they had, etc. Getting them to talk about the day will help improve their long term memory.

S

Show and Tell. Every Thursday, children can bring in one item that begins with the letter of the week. For example, if the letter of the week is A, they can bring in an apple or ant, or anything that begins with A. Try and let the child pick out something that begins with the letter of the week.

U

Updated. The Preschool teachers like to keep parents updated on happenings in the classroom. We do that through a class Facebook group. You will find pictures, videos, and even "live" viewings of the preschool classroom. Please read more information about that group and how to join it on additional handout.

W

Weihert. Ms. Weihert is the preschool aide who assists both classrooms and helps out anywhere she can in the preschool department. She has a child of her own who is in 2nd grade. This will be her third school year in the preschool position. She is a huge asset in the classroom.

Y

Your Consent. In order to have your child's picture taken and posted in the paper, our private Facebook group, or the school website, we will need your consent. A form will be sent out and need to be returned to school. If you choose not to consent, we will respect your decision and your child's picture will not be published.

N

Newsletter. St. John's sends out a school newsletter every week. All school announcements and activities will be included in that in order to keep you informed on what is happening at St. John's. It will help you find ways to become more involved in the school.

P

Permanent Marker. Label, Label, Label! We hate when items get lost or misplaced, so please label any items you send to school with your child's name in permanent marker. This will help tremendously with all items staying with the correct owner.

R

Read School Handbook. Please take the time to read the school handbook. You will find important policies that pertain to the entire school. Some examples are: dress code, health, school closings and delays.

T

Teacher. We have two new teachers this year, Ms. Werre and Mrs. Ewerdt! This is Ms. Werre's first year teaching. She is from Viola, WI and graduated from UW-Stevens Point in December 2021. We also have Mrs. Ewerdt! Mrs. E. has taught Kindergarten through 4th grade and is excited to do preschool!

V

Virtual Learning. In the event the preschool class may close due to unexpected circumstances, a virtual learning option will be available. This virtual learning will take place through a platform called Seesaw. Please read more information about virtual learning on additional handout.

X

eXtra Forms. If for some reason, you misplace a form that needs to be returned to school, we will always have extras. Just place a note in your child's folder of what form you need and we will send another home for you.

Z

ZZZZ's. Children need lots of sleep. They will be tired at the end of the day. They work very hard in school and it takes awhile to get used to. Having a routine of getting to bed on time will help them succeed in school.

3K Class Schedule

7:40 - 8:30 Arrival, Greet & Sign In, Table Work & Manipulatives

8:30 - 8:40 Classroom Jobs & Rules, Attendance, Pledge of Allegiance, Lord's Prayer

8:40 - 9:05 Bible Lesson, Praise Songs, Memory Treasures

9:05 - 9:15 Star of the day

9:15 - 9:30 Outdoor Movement
(in gym with inclement weather)

9:30 - 9:35 Bathroom & Wash Hands

9:35 - 10:00 Snack & Quiet Self Book Reading

10:00 - 10:15 Theme/Letter Activities, Calendar, Group Reading

10:15 - 10:50 Learning Centers, Individual & Small Group Activities

10:50 - 11:00 Clean up, Prayers, Dismissal



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3K&4K Combined: Mrs. Hannah Ewerdt
Cell: 651-341-9686 School: 920-261-3756
Email: hewerdt@stjohnswatertown.org

4K Class Schedule

12:00 - 12:40 Arrival, Greet & Sign In,
Table Work & Manipulatives

12:40 - 12:50 Classroom Jobs & Rules,
Attendance, Pledge of
Allegiance, Lord's Prayer

12:50 - 1:15 Bible Lesson, Praise Songs,
Memory Treasures

1:15 - 1:20 Star of the Day

1:20 - 1:25 Bathroom & Wash Hands

1:25 - 1:45 Snack & Quiet Self Book Reading

1:45 - 2:00 Outdoor Movement
(in gym with inclement weather)

2:00 - 2:05 Wash Hands

2:05 - 2:20 Theme/Letter Activities,
Calendar, Group Reading

2:20 - 3:00 Learning Centers, Individual &
Small Group Activities

3:00 - 3:10 Clean up, Prayers, Dismissal



Star of the Day

Each month your child will have the opportunity to be the Star of the Day!! This is a very important day for your child. They look forward to their Star Day. We make them feel very special on their day. The day they are assigned a snack on the calendar will be their Star Day. So please check that calendar to make sure it does not get missed. Here are some of the responsibilities the Star of the Day has. Thank you for helping your child fulfill these responsibilities when it is their day.

Star of the Day Responsibilities:

- ❖ Bring snack for the entire class
- ❖ Bring a show and tell of their choice
- ❖ Be the line leader for the day
- ❖ Hold the flag for the Pledge of Allegiance
- ❖ Record attendance
- ❖ Read classroom rules to everyone
- ❖ Choose the Song of the Day
- ❖ Be the Calendar Helper

We look forward to making each child feel special and loved by the entire class. Can not wait to see what special snack they share and also what special show and tell they bring.



Bible Story Folder

Your child will be given a Bible story folder. This will be theirs to keep and use at home this year and in the future. Each week we will learn a new Bible story that will be indicated on our monthly class calendar. We would love for you to read the Bible story with your child at home each week. This is a great way to study God's Word together as a family. After you have read it, please sign the form in the front of the folder and send the folder back to school. The child will then get to pick out a sticker to put next to your signature. You have the whole week to find a time to read it together. Thank you for helping your child grow in God's Word!



4K Class Facebook Page

We would love for you to join our class Facebook group in which we will showcase the day-to-day activities in the preschool classroom. We will also keep you updated on announcements and reminders through this Facebook group. Sometimes you may even see a "live" look into the classroom.

This Facebook group is private so only approved members will be able to see posts. You can search Facebook for our group called St. John's Lutheran Afternoon 4K Class. When you join, you will be asked to name the child you know in the preschool class and how you know them. This will help me monitor who all is approved in the group. You may share this group with family and friends so they may also see what's going on in the classroom. They will need to answer the same question before being approved.

In order to post your child's picture in the Facebook group, we do need your permission. During registration, you can fill out a form indicating whether or not you would like your child's picture included on our Facebook page. We respect whatever decision you make! If you did not attend registration, we will send home the form for you to sign and return back to school when you are finished.



Facebook Permission Form

Yes, I give my permission to have photos posted of my child on a private Facebook group.

(signature and date)

No, I do not give my permission to have my child's photos posted on a private Facebook group.

(signature and date)

