

St. Paul's Early Learning Center

St. Paul's Lutheran School

1100 9th St East

Menomonie, WI



2024-2025 Family Handbook

Table of Contents

Welcome	4
Mission Statement	4
Goals	4
Educational Purpose	4
Nondiscrimination Policy	5
Curriculum/Schedule	5
Technology/Media	6
Outdoor Play	6
Daily Schedule	6
Extended Day Program (EDP)	6-7
EDP Schedule	7
5K and EDP Lunch	7
EDP Nap Time	7-8
Age & Physical Requirements	8
Transportation	8
Arrival and Pick-Up	8-9
Drop off/Pick up Policy	9
Safe Departure Policy	10
Release Time Crisis Procedure	10
Custody and Related Court Orders	10
Clothing	11
Health and Safety	11-12
Injuries to Students that Occur at School	12
Snack Time	12
Toys from Home	13
Fees and Enrollment Policy	13-14
Registration	14
Participating in Worship Services	14
Chapel	14
Early Childhood Chapel	14
Parental Involvement	14-15
Field Trips and Parties	15
Drivers/Chaperones for Field Trips	15-16
Sign out Procedure for Field Trips and School Events	16
Classroom Parties	16
Discipline/Child Behavior	16-18
Child Abuse or Neglect	18
School Closings, Delays or Emergencies	18
Babysitting Policy	18
School Safety Drills	18-19

Fire
Alarms.....18-19
 Tornado Drills and Warnings.....19
 Active Shooter.....19
[Closing](#).....19
[Parent Acknowledgment Form](#).....20

Welcome!

Welcome to St. Paul's Early Learning Center at St. Paul's Lutheran School! St. Paul's Early Learning Center is excited to welcome your child to our program and invites your child to join us as we grow and learn in the exciting world of school as well as nurture and train children in the love of our Savior. Upon enrolling your child in St. Paul's Early Learning Center, you indicate that you subscribe to the policies stated in this handbook and all other policies of the school as adopted by the school board of St. Paul's Evangelical Lutheran Church. This handbook was created to help familiarize you with our Early Learning Center and school's mission, vision, policies and procedures.

Mission Statement

St. Paul's Early Learning Center will lovingly assist parents by providing children with a Christ-centered education where they will develop in an environment filled with active learning experiences and social interactions including hands-on and physical activities. Teachers will provide additional support to parents on how they can better serve their children at home both academically and spiritually.

Goals

"Come, My children, listen to me; I will teach you the fear of the Lord", Psalm 34:11. Our goal is to reach children at their most vulnerable age and give them an awareness of Christ and His presence in the world around them. Our goal is to also nurture and train the children so they grow in their honor and respect for Jesus, our Lord and Savior.

Educational Purpose and Philosophy

- To provide opportunities for learning experiences of the child's world through play by creating a stimulating environment planned by professionally trained adults, to meet the physical, social, and emotional needs of children.
- To supplement the home environment through surroundings where children develop socially by learning to interact with their peers.
- To teach process thinking and language development through direct manipulation of material and equipment.
- To create an environment where young children are treated with respect and dignity and are accepted for their individual differences.

Nondiscrimination Policy

1 Timothy 2:4 “God, our Savior, wants all men to be saved and to come to a knowledge of the truth.” St. Paul's Ev. Lutheran School and Early Learning Center admits students of any race, color, national, and ethnic origin. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, athletic, and other school administered programs. The school does have the right to include all children in religious activities.

Curriculum

Curriculum materials are used along with teacher and child directed play. Children have the opportunity to choose from a variety of materials throughout the day in order to build social-emotional development. The teacher may also make decisions by scaffolding children’s learning through dramatic play and other peer to peer interactions in order to acquire content knowledge, develop self-regulation skills and build their oral vocabulary. The teacher is required to make weekly lesson plans based on curriculum materials or thematic units which is due the Thursday before each new week. Along with these curriculum materials the teacher is required to focus on: social/emotional development of children, language and literacy development, executive functions, physical development and wellness, cognitive development, and creative development.

Curriculum:

- 3K
 - Religion: Northwestern Publishing House – Christ Light
 - Math: Origo - Stepping Stones Pre-K
 - Reading: Abeka - Letters and Sounds for 3’s
- 4K
 - Religion: Northwestern Publishing House – Christ Light
 - Math: Origo - Stepping Stones Pre-K
 - Reading: Superkids Reading Program, Happily Ever After
- 5K
 - Religion: Northwestern Publishing House – Christ Light
 - Math: Math Expressions
 - Reading, Grammar, Writing: Zaner Bloser – SuperKids
 - Science: Foss

Technology/Media

Technology and media are wonderful tools that can be used in the enhancement of Early Childhood Education. Movies and videos will be shown when they can enhance what the children are currently using. Movies may also be shown on special occasions such as classroom parties, holidays, or special celebrations. Technology in the form of games, apps, computer programs, may also be used as a way to enhance learning. These will only be used with teacher assistance and supervision and will be time monitored. Books will be read daily to the children in their classroom. Teachers may read aloud books to their students or make use of digital read-alouds may also be used where books can be read through different resources on-line such as a Kindle app, Scholastic, Reading Rainbow or YouTube.

Outdoor Play

Active supervision during outdoor play is a must. Some children require more supervision than others and certain outdoor structures require more supervision than others. Teachers and aids are required to maintain active watch of children and avoid personal conversation with other teachers. Children are not allowed to climb up the slides, play with sticks, climb or hang from the tree and are not allowed to open the fence gates. Pets are not allowed on the playground. Parents are asked to please use these rules as well when visiting the playground after school or on non-school days. Children should remain in the enclosed play area at all times and any child that needs to go indoors must be accompanied by a teacher or aid. Those enrolled in 3K and 4K will go outside once in the morning. Children enrolled in 5K and EDP will go outside once in the morning and once in the afternoon. Please make sure to dress your child appropriately depending on the day's forecast. In cases of inclement weather we will have an indoor recess. If the temperature is below zero with the wind chill there will be indoor recess.

Daily Schedule

The teachers in our 3K, 4K and 5K programs all provide a structured daily schedule for the students in their class. A printed schedule of your child's class will be hanging on the outside of their classroom by the first day of school.

Extended Day Program

The Extended Day Program (EDP) is an extension of our morning program. The program is available to children enrolled in our 3K and 4K program and is limited to 14. The EDP is a less academic based program with child based activities to build children's reasoning, problem solving skills. Teachers guide and facilitate learning through social interaction and play. Activities may use materials that include blocks, sand and water tables, sensory tables, natural materials, train tracks,

paint/art materials, legos and other open ended materials. Children in the EDP will stay for lunch and have the opportunity to bring their own lunch or purchase lunch through our Hot Lunch Program. Parents who choose to enroll their children in the EDP have the option of having their child enroll Monday-Friday or Tuesday-Thursday and tuition is based accordingly. In order to have your child stay in the afternoon they need to be enrolled in one of those two options.

- **Extended Day Program Schedule**

11:30-12:00 Lunch

12:00-12:10 Bathroom/Wash-up

12:10-12:30 Afternoon Devotion & Story Time

12:30-1:45 Naptime

1:45-2:00 Bathroom/Free Time

2:00-2:20 Recess

2:20-2:30 Snack

2:30-2:50 Teacher directed activity or Free Play

2:50-3:00 Clean-up/Pack-up/Dismissal

Lunch for 5K and EDP

Children enrolled in 5K and EDP have the option of purchasing a hot lunch through our school hot lunch program or bringing a packed lunch from home. The hot lunches served include all food groups as recommended by the USDA. For the health and well being of your child, if packing a lunch for your child, it is recommended that these lunches also contain all food groups as recommended by the USDA. More information on healthy eating and staying fit and active can be found at <https://www.myplate.gov/life-stages/kids>.

EDP Nap Time

All students enrolled in the EDP will have scheduled nap time from 12:30-1:45. Children are expected to lay quietly and rest for at least a 30 minute time period. Following this time, if they are not able to sleep, they may be able to read quietly or color until nap time is over.

Students in EDP should all bring a small sheet and/or blanket to be used at this time (sleeping bags are not allowed). For the health of all students blankets will all be stored in separate containers. For that reason all sheets and blankets or stuffies brought for nap time should be able to fit inside a 12 quart storage bin (approximately 16 ³/₈" L x 11 ¹/₄" W x 5 ³/₈" H). Because of limited storage, anything that is not able to fit will not be allowed at school. We do have small mats that children

can use as pillows. If a student does not have a blanket or sheet one will be provided for them. All blankets will be sent home at the end of the week to be washed and should be returned by their next scheduled day at school. All mats and sleeping mats are cleaned daily.

Age and Physical Requirement

Children must be three, four or five years of age before September 1, 2024 to enroll in their respective 3K, 4K or 5K program. It is a requirement that all children enrolled are fully toilet trained, excluding occasional accidents or if there is a medical reason that is described by the child's doctor. All students should have an extra set of clothing at school in case of any accidents that may happen.

Transportation

Parents arrange transportation for their children. Children who are 4 years old and older may be able to ride the bus to school. Parents will need to contact Menomonie Transportation to see if this is available. Menomonie Transportation will not pick up children whose day ends at 11:30. Children enrolled in the Extended Day Program and 5K may be able to be picked up by Menomonie Transportation. It is the parents responsibility to contact Menomonie Transportation to make arrangements.

Arrival and Pick-Up

- Our school day begins at 7:55. Drop off begins at 7:30. The staff has responsibilities to make preparations for the day's activities. Under no circumstances will teachers be expected to watch children instead of carrying out their normal duties before the scheduled drop off times and after school. Our drop off time begins at 7:30 for this reason. Children should be brought to the classroom when they arrive. Please make sure the teacher is aware of his/her arrival and sign them in. Your child should put his/her things in their cubby or locker and hang up their coat (your child should be able to do this on their own!).
 - Parents are asked to drop their child off at their classroom door, not to stay in the classroom with their child or congregate with other parents. If your child is having difficulty at drop off, staying with them makes drop off more difficult for them as well as for the other students in the classroom. If your child continues to have difficulty for an extended period of time after being dropped off parents will be contacted.
 - All children should be in their classroom by or before 7:55.

- If you are arriving late please contact the school office at 715-235-9622. **Families will be contacted by office staff if a child hasn't arrived by 8:30.** If you are arriving late please be courteous when dropping your child off and not interrupt the classroom if it is progress. Children this age are easily distracted and a late arrival of a student can cause a big disruption in our day!
- Anyone arriving after 8:00 must check into the school office before bringing your child to their classroom. After 8:00 our office staff will not buzz anyone in without checking into the office first.
- The end of the school day for 3K and 4K is at 11:30am and 3:05 for 5K and EDP. Pick up will take place outside, not inside of the school. Please wait outside and your child's classroom will make their way outside starting at 11:25 for 3K and 4K and 3:00 for 5K and EDP. In case of rain or below freezing weather pick up will take place inside.
 - When you pick up your child you will need to sign them out. Children are required to remain with the teacher until you pick them up. **They should not be running up to you or your car!** This is primarily a safety measure, but also is a time for parent-teacher contact. Please be prompt when picking up your child. Sometimes children are worried when they do not see mom/dad right away at dismissal. If you will be more than 5 minutes late please contact the school office. If you are more than 10 minutes late your child will be waiting in the school office.

For children enrolled in the 3 day option for 3K and EDP: Days in your child's schedule cannot be made up or switched because of scheduled days off, sick days, doctor or dental visits, or snow days. If you would like to change your child's schedule to the 5 day option a request must be given to the Early Childhood Director and approved at least two weeks ahead of time as long as space permits.

Drop off/Pick up Policy

St. Paul's Lutheran School requires parents and/or guardians to list the names and phone numbers of those who are authorized to pick up your child upon enrollment. A drop off/pick up policy form is required to be filled out and turned in upon registration. Authorized people will be required to show valid id when picking up. Only those authorized to pick up your child will be able to do so. Written permission must be received for any unauthorized person to pick up your child. This must be written out, dated and signed by the parent or guardian. Upon pick up they will need to show a valid ID.

Safe Departure Policy

In the event that staff feel concerned for the safety of your child when you, the parent/guardian, arrive to pick up your child we will make you aware of our concern and then contact an authorized person to come and pick up your child. In the event that the staff feel concerned for the safety of your child when an authorized person has arrived to pick up your child, we will contact you, the parent/guardian, at once and if need be someone else on your authorization list to come and pick up your child.

You must be 18 years of age or older. Anyone younger than this will not be allowed to pick up children from school unless it is an immediate family member who is 16 years or older with a valid driver's license and there is written parent/guardian approval.

Release Time Crisis Procedure

In the event that we have concerns that a person arriving to pick up a child may possibly be unsafe, we will follow these steps:

1. Remove the child from the environment.
2. Talk with the person in a safe place and do our best to make them feel comfortable (e.g. the office, copy room) and then express our concerns.
3. Remind the parent of our Safe-Departure Policy.
4. If available, contact a pastor or administrator to come to help comfort/calm this person.
5. Contact someone from the Authorization List and/or another family member to come pick up the child.
6. If needed and this person becomes belligerent or a continued threat to our safety, call the police.
7. Any signs of abuse or neglect should be reported to the proper authorities.

Custody and Related Court Orders

Staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file at time of registration. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick-up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents. A custody arrangement needs to be on file before the start of school.

Clothing

Durable clothes that are easy for the children to manage themselves are best for preschool. **Flip flops and heels are not allowed** as these are not safe especially when playing on the outdoor equipment. Sneakers, flats or strappy sandals with a back works the best and are the most comfortable. Socks must be worn with close toed shoes. An extra pair of gym shoes will need to be brought and kept at school for Phy-Ed and days that we play in the gym. Your child will also need an extra set of clothes and socks to be left at school in case of spills and accidents.

Health and Safety

Wisconsin state law requires that children ages 2-4 have 4 DTP/DTaP/DT, 3 polio, 1 MMR, 1 Varicella and 3 Hep B vaccines. Each child's up-to-date immunization records must be made available to St. Paul's School when enrolling. If your child develops a communicable disease such as RSV, Rotavirus, Chicken Pox, Hepatitis, Measles, Mumps, Scarlet Fever or Meningitis, please alert us immediately and the local health department.

Giving medication to children in school presents problems of safety and reliability for the student. If possible the parents should make arrangements so that it is not necessary for school personnel to administer medication. If a child needs to take an antibiotic or other short/long term medication, at the school, the teacher must have written and dated permission from the parents and must have the medication in the original container. This includes prescribed medications and over the counter drugs such as Advil/Tylenol or cough drops. Under no circumstances will a teacher give to a student any other medication not specifically approved by a parent. Telephone permission is acceptable in administering over the counter drugs such as Advil or Tylenol.

Staff will fill out a medication administration log when administering any medication to a child that will include the time any doses were given as well as recording in on your child's Jupiter file. Copies of these forms will be sent home so parents are aware of the last time their child received any medication. All medications will be stored in a locked box in the director's office. A child should remain home if he/she has a fever of 100.5 or more, sore throat, diarrhea and vomiting (2 or more episodes in a 24 hour period), severe coughing, sore throat with a fever, pink eye or bacterial eye infection, rash, or a contagious disease. Your child needs to be fever free for 24 hours or be cleared by a doctor before returning

to school. If your child has diarrhea or vomiting they can return to school 24 hours after diarrhea and vomiting has stopped. It is essential that a child who has a contagious disease be kept at home for the recommended time. Please notify the teacher so other parents may be made aware of any exposure to their children.

If your child were to become ill at school the parent or guardian will be contacted immediately. If parent/guardian cannot be reached the emergency contact will be contacted. Children who are sick will remain in the school office with an adult to rest until they are picked up. Your child may return to school 24 hours after being symptom free.

Injuries to Students that Occur at School

If a child happens to become injured while at school, proper steps in regards to the child's health and well-being will be taken by the faculty members in charge. Parents will be informed if their child is injured at school. If an injury results in calling 911 professionals, parents will be called immediately. If the injury is minor, proper steps will be taken and parents will be informed either through Jupiter, email or a phone call. A special form to be filled out by parents at registration gives further instructions to school staff as to steps that should be taken in regards to an injury.

Snack Time

An allergy form will be filled out at registration so we are aware of any food allergies in our classrooms. After registration all classroom allergies will be notified to parents and guardians so you are aware of what foods not to bring for snack. In case of any peanut or tree nut allergies we will become a peanut or tree nut free classroom.

3K and 4K: Each child will take turns providing the snack and napkins. Milk may be purchased to go along with the snack. If your child's snack requires a spoon or utensil those will need to be brought with the snack. The children enjoy snacks that are individually wrapped. Cupcakes are not allowed unless it is your child's birthday or for a classroom party (we will celebrate half birthdays if your child's birthday is in the summer). Each month a snack calendar will be sent home stating which day your child will be bringing the classroom snack. Please send enough snacks and napkins for each student in your child's class. Each classroom will be made aware of any classroom allergies.

EDP: Children enrolled in EDP and would like to have an afternoon snack will need to provide their own snack from home.

5K: Children enrolled in 5K that would like to have a morning snack will

need to provide their own snack from home. Milk may be purchased to have during snack time.

Toys from Home

Children will have the opportunity to share something from home each month (such as a special toy, picture, or something related to the theme of the month). Please make sure your child is bringing 1 item to share and that this item is able to fit in your child's locker or cubby (larger items should not be brought to school). If your child needs a special stuffed animal or toy to help adjust to school that may be brought, however it will need to be kept in your child's cubby or locker. Please be aware that the school is not liable for lost any toys that are brought to school. Any pets or animals brought to school need to be approved by the teacher a week ahead of time. Pets and animals are not allowed in school or on school property.

Fees and Enrollment Policy

The Board of Christian Education and the voting members of St. Paul's set the following costs for the 2024-2025 school year:

3K Tuesday - Thursday: \$2300 per year

3K Monday - Friday: \$2700 per year

4K: \$2700 per year

5K Member: \$3350 per year

5K Non-member: \$5100 per year

Extended Day Program (3K & 4K fee + Extended Program Fee)

Tuesday - Thursday: \$1800 per year

Monday - Friday: \$2175

Christian education is a wonderful gift and privilege given to us by our loving Lord. It is not a right. Our tuition rates are significantly less than the cost of education, and the balance is funded by our congregation. Families who have a difficulty meeting the tuition requirement can apply for tuition assistance through the School Board.

Before the beginning of each school year, school families will set up a payment plan upon registration. Families may pay tuition in full, by semester, or on a monthly basis. Other arrangements may be approved by the Director, office staff and School Board. Payments should be mailed to the church and school office, dropped off by the parent, or paid online. At school registration in August, the first month's tuition and milk fee (if applicable) are to be paid, or payment arrangements will need to be made. All arrangements outside of suggested payment plans are subject to school board approval.

All tuition rates will be published annually before the beginning of school. All fees

are subject to change by action of the School Board. St. Paul's School Board retains the right to discount or waive tuition and fees as deemed necessary. St. Paul's Lutheran will not turn families away from the preschool and school for financial reasons if proper communication and effort for payments is made by the families and true need exists.

Registration

Registration begins December 1 for all members and families currently enrolled at St. Paul's. Open registration then begins on January 1. Spaces are limited to 12 spots for 3K, 14 for 4K, 14 for the Extended Day Program and 15 for 5K. After all spots are filled names will be put on a waiting list.

Participation in Worship Services

There are a few times throughout the school year that the preschool children will be singing for a Sunday worship service. We also will have our own Preschool Christmas Service the second Sunday in December at 1:00. It is highly encouraged that all children are present when we sing for church!

Chapel

All children who come to school on Wednesday will participate in our weekly Chapel service. The chapel service is conducted at the level of the children and is not intended to take the place of St. Paul's church services. All parents, guardians, and friends are invited to all chapel services which take place every Wednesday. Early Childhood students will participate in chapel with the entire school the 1st, 3rd and 5th Wednesday each month at 8:30 in the church.

Early Childhood Chapel

The 2nd and 4th Wednesdays we will have our own Early Childhood Chapel Service at 9:00 in the church. As with our full school chapel services, parents, guardians and friends are invited to attend. To impress upon the children their God-given responsibility according to the great commission in Matthew 28, and to help children learn God-pleasing stewardship, a thank offering is collected at this service. Chapel offering envelopes are available to each child for this purpose. The offerings are designated for various home and foreign mission fields, various organizations that provide help and relief to those in need, and for uses of worship and evangelism in our own church and school. These free will offerings are not mandatory.

Parental Involvement

Regular communication between the home and school is important. We try to do

our best to keep parents informed of important things happening in the school. Our main form of communication will be through the Jupiter program. The school also uses the following ways in order to keep families informed: Wits & Bits, School Website, Social Media (Facebook & Twitter), Special Letters, Phone Calls to Parents and Parent/Teacher Conferences. Please do not contact your child's teacher through text but either call the school office or use Jupiter. Please check your child's backpack daily for parent notes of announcements, activities, completed school and artwork and special requests. These will be packed in your child's backpack.

The Parent Teacher Fellowship (PTF) meets once a month throughout the school year. Your attendance and input is encouraged and most welcome!

Field Trips and Parties

To enhance the learning process, our teachers plan field trips. The purpose of these trips is to enable the children to grow culturally and academically, expand their awareness of their community, church and state, and to grow in Christian fellowship opportunities. Families must provide written permission for these trips. If permission slips are not received by the day of the field trip the student will need to stay at St. Paul's School. Permission from parents through a phone call to the school office is not permissible.

Due to Wisconsin state law these practices regarding children's safety seats will be required for children to attend field trips:

- 1-3 yrs and 20-40 lbs must be in either a rear- or forward-facing child restraint.
- 4-7 yrs and 40-80 lbs and under 57" tall must be in either a rear- or forward-facing child restraint or a booster seat.
- Under 4 years and less than 40 lbs, or if the child is in a rear- or forward-facing child restraint, they must be in the rear vehicle seat, if available.
- Adult safety seats are permissible to children 8 yrs or older or more than 80 lbs or taller than 57".

Occasionally St. Paul's School will utilize Menomonie Transportation and provide bussing for field trips. Families will need to provide written permission for bussing. If permission slips are not received by the day of the field trips students will need to stay at St. Paul's School.

Driver's for Field Trip: There are times we will need driver's for field trips when we are not able to utilize a bus. All drivers will need to pass a background check and have a valid license and proof of insurance on the car they will be driving. Driver's will also need to be trained in these areas before driving:

1. The procedure for ensuring all children are properly restrained in the appropriate child safety seat.
2. The procedure for loading, unloading and tracking of children being transported.
3. The procedure for evacuating the children from a vehicle in an emergency.
4. Behavior management techniques for use with children being transported.
5. Knowledge of all center procedures.
6. First aid procedures.
7. A review of child abuse and neglect laws and center reporting procedures.

Drivers will be made aware of any special needs a child being transported in their vehicle may have and will also have a list of the children being transported in their vehicle.

Sign out Procedure for Field Trips and School Events: Occasionally parents who chaperone or attend field trips and school events may want to leave early or go directly home with their child at the end of the field trip or event. Parents who wish to do this must talk with the classroom teacher and sign them out before leaving. If anyone leaves with anyone other than a parent or guardian, written permission needs to come from that parent or guardian in order for that student to leave with them. Failure to do so may result in your child not being able to attend the next field trip or school event. Failing to do this may also result in not being able to hold events at school or having field trips. This is an important safety measure to ensure all children are safe and are leaving only with those that parents have authorized to pick them up.

Classroom Parties

Along with field trips our classroom does have occasional parties for the children (Fall Costume Party, Thanksgiving Feast, Happy Birthday Jesus...). Teachers may need parent volunteers to help with parties. Parents are also able to assist with a classroom party by providing snacks or items needed.

Discipline/Child Behavior (updated 2024)

Two behaviors will be communicated to the children. These are:

1. The love of Jesus motivates children to live as the Lord expects.
2. Children show love through words and actions.

A positive environment will be fostered in the following manner:

1. Children will be encouraged in their positive behaviors.
2. Staff will be knowledgeable of children's developmental stages, family background, special needs, interests and medications being given (if any) in dealing with each individual child.

3. Children will be reminded of appropriate behavior, and then helped to approach the problem situation with a new perspective or his/her attention will be diverted to a new activity.
4. Staff will avoid unsafe activities to protect staff and children.
5. When discipline is needed it will be administered immediately so that not only the child's behavior is influenced, but more importantly the child's attitude about himself/herself and about proper and improper behavior is influenced.

Our staff is committed to modeling Christian attitudes. The goal of discipline is to teach. Your child will be dealt with constructively at all times. A child will never be disciplined in such a way that is frightening or demeaning. The teachers use love, encouragement and praise. Desirable behaviors are emphasized.

Should behavior problems occur, positive guidance will be offered and behavior will be redirected. Continual problems will be brought to the attention of the parent. Corporal punishment will not be used at any time even if parents request it.

Disruptive or dangerous behavior distracts others from the full benefit of our program and may result in consequences. The following behaviors are considered disruptive/dangerous:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, self or staff
- Disrespects people and materials provided in the program
- Constantly disobeys the rules of the classroom
- Verbally threatens other students or staff
- Uses verbal or physical activity that diverts attention away from the group
- Leaves the classroom, hides or runs away from supervision

When a child demonstrates above behaviors:

1. They will be given a choice to calm down in the room or in the hallway with the help of a teacher. If they are able to calm down the teacher will express positive reinforcement to encourage better behavior in the future.

If a child is unable to calm down or let a teacher help them in the room:

2. The teacher may remove the child from the group to regain composure. Parents will be notified of their child's behavior by logging it into Jupiter. If behavior persists parents will be contacted by phone.

If a child is repeatedly unable to remain safe in class by following the rules and guidelines:

3. The child's parents will be asked to come take them home for the remainder of the day. The child may return after a parent, teacher, director meeting has been completed. At this point a behavior plan for the child will

be put into action.

Once the behavior plan is in place the child will have 2 weeks to demonstrate improvements. If the child continues to be unsafe and unable to handle the classroom routine after these steps in the behavior plan have been put into place:

4. The child will be suspended from the program for a week (fees will still be paid). A parent, teacher, director, principal or Pastor meeting is required for the child to return. At this meeting resources and/or service options will be shared with the parents to help support them

If after a week absent and the return to school has been made and problems still persist:

5. Child will be expelled from the program.

A child may return to St. Paul's Early Learning Center once outside services have been consulted for the child and improvements have been made. The child must show they are able to handle the classroom setting. A parent, teacher, director, principal or Pastor meeting will be scheduled regarding re-enrollment.

Child Abuse/Neglect

School teachers and any employees that work in a school that know or have reason to believe that a child has been abused or neglected are required in the state of Wisconsin by law to report this to the Child Protective Service Agency in the county where that child lives.

School Closings, Delays and Emergencies

For inclement weather, St. Paul's Ev. Lutheran School and Preschool closes with the Menomonie School District. School closings will be communicated via Jupiter Ed in both text and email messages and are also listed on WEAU, KSTP, and KMSP. If the school district announces a 2 hour delay there will be no morning 3K or 4K and the Extended Day Program will begin at 10:00.

Babysitting Policy

St. Paul's School has developed a "no babysitting" policy. This policy is being established to ensure that no favoritism is shown and that all children are treated fairly. This policy is also being implemented to safeguard both the children in our care and our staff. Our staff members are not allowed to babysit any students that attend St. Paul's after regular school hours. An exception to this policy is for any staff members and parents who have an established pre-existing relationship outside of school.

School Safety Drills

Fire Drills: When the fire alarm sounds, all pupils, teachers and others are to leave the building in an orderly manner. The classes go to predetermined locations. The preschool class will go out the East doors and to the sidewalk before heading north to the corner of 11th Ave and 10th St. Kindergarten and first grade will walk alongside the preschool classroom in the same manner to the same destination. Grades 2-4, 5& 6 and 7&8 will proceed out the west doors, along the sidewalk to the church office to the north side of the church parking lot. The lights are to be turned off, the windows closed, and the door shut when all have left the room. All teachers will bring a printed roster of their students that is located by the classroom door. Pupils who are in other rooms, such as the lavatory, must leave the building when the alarm sounds, going out the nearest exit, and join their class outside. Teachers should count their class when outside to see that all are accounted for. Those students absent for the day, should be noted to the principal or director as he comes to check each classroom's status. The building may be re-entered when the alarm is shut off.

Tornado Warning/Drill: In the case of a tornado the following safety options will be followed:

1. Lower hallway of old school building if time is not urgent.
2. School restrooms, copy room and office area.
 - a. Office – 4K, Girls' restroom – 3K & 5K, Girls' restroom – 3rd grade, Copy Room – 2nd Grade. Depending on enrollment, some students from some grades may be in another location.
3. Under classroom desks or tables.
4. In all locations, children are to sit on floor in protective posture (knees up, head down, hands covering head)
5. The above options and the return to normalcy will be determined by the principal or designated teacher.
6. Teachers are to practice drills with children at the beginning of the school year and again during the spring.

Active Shooter/Crisis Situation: Teachers will also brief their classrooms on active shooter drill procedures and conduct in room drills to have that procedure in place by the end of the first week of instruction.

Teachers will have a printed roster of all students with them at all times in these drills, be fully cognizant of student whereabouts throughout the drill, and will confidently carry out their duties to protect the students in their care.

Closing

The primary objective of St. Paul's Ev. Lutheran School is that each child grows in the knowledge of Jesus Christ as his personal Savior. The faculty, with the help of our gracious Lord, will do their best to see that this objective is carried out. It is our prayer that God will continue to give our school His bountiful blessings.

May the Christian training that our children receive in their home, church, and school prove to be a lasting blessing to them on Earth. May the Lord continue to increase the faith of our children so that, at life's end, they may enter their eternal home in heaven.

This document coexists with the St. Paul's School Handbook for Families

Parental Acknowledgement

We, the parents and guardians, have read St. Paul's Early Learning Center Handbook. Any questions or concerns we may have regarding the handbook have been discussed with the teacher. We understand that policies in this handbook may change and parents will be notified of any changes two weeks before they are implemented.

Child's Name _____

Parent or Guardian Signature _____

Parent or Guardian Signature _____

Date _____

Please note that this form needs to be signed and returned before your child begins their first day of school.

