

St. Paul's- Early Childhood

***St. Paul's Lutheran School
1100 9th St East
Menomonie, WI***



2026-2027 School Year

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Welcome!

Welcome to St. Paul's Lutheran School! St. Paul's is excited to welcome your child to our program and invites them to join us as we grow and learn in the exciting world of school, and to nurture and train children in the love of our Savior. Upon enrolling your child in St. Paul's, 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 Childhood Program and the school's mission, vision, policies, and procedures.

Mission Statement

St. Paul's will lovingly assist parents by providing children with a Christ-centered education in an environment rich in 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 in 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 admits students of any race, color, nationality, or ethnic origin. It does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admission policies, athletic programs, and other school-administered programs. The school does have the right to include all children in religious activities.

Curriculum

Teachers intentionally plan learning experiences that allow children to participate actively, using multiple senses and hands-on materials whenever possible. These active learning experiences help children to form the foundation of their development across all areas of the curriculum.

- 3K
 - Concordia- Little Lambs and Little Lambs Too: Religion
 - Zoo Phonics: Phonics
 - Approaches to Learning, Social & Emotional Development, Physical Development & Health, Communication Language & Literacy, Mathematics, Creative Arts, Science & Technology, Social Studies: HighScope
 - Stepping Stones Pre-K: Math
- 4K
 - Concordia-Little Lambs and Little Lambs Too: Religion
 - Zoo Phonics: Phonics
 - Approaches to Learning, Social & Emotional Development, Physical Development & Health, Communication Language & Literacy, Mathematics, Creative Arts, Science & Technology, Social Studies: HighScope
- 5K
 - Religion: Northwestern Publishing House – Christ Light
 - Math: Math Expressions
 - Reading, Grammar, Writing: Zaner Bloser – SuperKids
 - Science: Foss, Mystery Science

Technology/Media

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

Outdoor Play

Children will be actively supervised while they are outside at recess. All children will be expected to follow the school playground rules. Children are not allowed to climb the slides, play with sticks, climb on or hang from the tree, or open the fence gates. Children should remain in the enclosed play area at all times, and a teacher or aide must accompany any child who needs to go indoors.

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 inclement weather, we will have indoor recess. If the temperature is below zero with the wind chill, there will be indoor recess.

Parents are asked to please use these rules as well when visiting the playground after school or on non-school days.

Pets are not allowed on the playground.

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 hang 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 programs and is limited to 14. Children in the EDP will stay for lunch and may bring their own or purchase it

through our Hot Lunch Program. Parents who choose to enroll their children in the EDP may enroll their children Monday-Friday or Tuesday-Thursday, and tuition is based on that schedule. To have your child stay in the afternoon, they need to be enrolled in one of the two options.

- **Extended Day Program Schedule**

11:20-11:50 Lunch

11:50-1:25 Naptime (This time includes using the bathroom before and after.)

1:25-1:45 Snack

1:50 Recess Time

2:20-2:45 Learning Centers

2:45-2:55 Devotion

2:55-3:05 Packing up and Dismissal

Lunch for 5K and EDP

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

EDP Nap Time

All students enrolled in the EDP will have scheduled nap time. Children are expected to lie quietly and rest for at least 30 minutes. After this time, if they are unable to sleep, they may read quietly or color until nap time is over.

Students in EDP are required to purchase a nap blanket from the school. Children may have a small naptime buddy. All blankets and nap buddies will be sent home at the end of the week for washing and should be returned by their next scheduled school day. All cots are cleaned daily.

Age and Physical Requirement

Children must be three, four, or five years of age before September 1, 2026, 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 the child's doctor describes. All students should have an extra set of clothing at school in case of any accidents that may happen. Please make sure you replace any items in their extra set of clothing if they need to be used.

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. Menomonie Transportation may pick up 4K children enrolled in the Extended Day Program and 5K students. 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. Children in 3K and 4K need to be signed in.
 - Your child should put their things in their cubby or locker and hang up their coat (our goal is for your child to do this independently!).
 - Parents are asked to drop their child off at the classroom door.
 - Staff members will help any child who is having difficulty with drop off- most children will calm within a few minutes after drop off.
 - 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.**
 - Anyone arriving after 7:55 must check into the school office. **A staff member will be called to bring your child to their classroom.**
- The end of the school day for 3K and 4K is at 11:30 a.m., and for 5K and EDP, it is at 3:05.
- PreK children will be kept inside the 3K classroom
 - Once signed out by and approved adult, their teacher will call for them to come outside.
- Kindergarten parents, you will be picking up your child outside in the

parking lot. Students 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 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.

Those children enrolled in the 3-day option may be invited to join us for special occasions, and notices will be sent out in advance.

If you would like to change your child's schedule to the 5-day option, a request must be submitted to the Early Childhood Director and approved at least two weeks in advance, subject to space availability.

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 a valid ID when picking up. Only those authorized to pick up your child will be able to do so. Written permission must be obtained before any unauthorized person may 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

If 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. If the staff feels 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 they are an immediate family member, 16 years or older, with a valid driver's license and written

approval from a parent/guardian.

Release Time Crisis Procedure

If 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 (e.g., the office or copy room) to help them feel comfortable, 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 the time of registration. The guardian is responsible for providing up-to-date and accurate information regarding the child's legal guardianship. 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

- Please have your child dressed in comfortable clothing that they can easily manage themselves.
- Pajamas should not be worn to school. (The exception will be if your child's classroom is having a pajama party.)
- Girls should wear shorts under dresses or skirts so that they can comfortably sit on the ground and play during recess and gym time.
- No costumes will be allowed. This includes princess dresses, crowns, play jewelry, and capes on the backs of shirts.
- **Flip-flops and heels are not allowed because they are unsafe**, especially when playing on outdoor equipment.

- Sneakers, flats, or closed-toe shoes with a back strap work the best.
- **Socks must be worn with shoes.**
- Please dress your child appropriately for the weather. (This includes taking into account the expected low temperature of the day, not just the high temperature.)
- An extra pair of gym shoes will need to be brought and kept at school for Phy-Ed, indoor recess due to the weather, and for classroom use in the wintertime.
- Your child will need proper winter attire. This includes boots (for anytime there is snow on the ground), hats, mittens, and snow pants.
- Your child will also need extra sets of clothes and socks to leave at school in case of spills or 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 provided to St. Paul's School upon enrollment. 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 school personnel do not need to administer medication. If a child needs to take an antibiotic or other short- or long-term medication at school, the teacher must have written, dated permission from the parents and 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 complete a medication log in Jupiter when administering any medication to a child. This will include the time any doses were given, so parents/guardians 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 they have a fever of 100.5 or more, sore throat, diarrhea, and vomiting (2 or more episodes in 24 hours), severe coughing, sore throat with a fever, pink eye or bacterial eye infection, a 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 have stopped. A child with a contagious disease must be kept at home for the recommended period. Please notify the teacher so that 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 the 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 is injured at school, the faculty members in charge will take appropriate steps for the child's health and well-being. Parents will be informed if their child is injured at school. If an injury requires calling 911, parents will be called immediately. If the injury is minor, appropriate steps will be taken, and parents will be informed via Jupiter, email, or phone. A special form for parents to complete at registration provides school staff with further instructions on the steps to take in the event of 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 shared with parents and guardians, so you are aware of which foods not to bring as snacks. In the event of any peanut or tree nut allergies, we will be a peanut- and tree nut-free classroom.

All children will need to provide their own snack from home. Please do your best to pack a healthy snack for your child. Cupcakes, candy, and other desserts should not be packed as a snack. Your child's snack will be kept in their locker until snack time.

Milk may be purchased for your child to have during snack time.

Toys from Home

No toys from home are allowed at school, outside of show-and-tell. If your child is found with a toy from home, they will be asked to put it in their backpack and reminded that it needs to stay at home. If the toy comes back out of the backpack, it will be placed in the director's office. Your child will be responsible for telling you what happened, and plans will be made to get the toy back home where it belongs. **Please note that St. Paul's is not liable if your child brings a toy to school and it gets lost or broken.**

Children may have the opportunity to share something from home during their assigned week or day (such as a special toy, picture, or book). Please make sure your child brings 1 item to share that fits in their locker or cubby (larger items should not be brought to school).

Any pets or animals brought to school for show-and-tell must be approved by the teacher a week in advance. Pets and animals are not allowed in school or on school property without permission.

Fees and Enrollment Policy

The Board of Christian Education and the voting members of St. Paul's set the following costs for the 2026-2027 school year:

- 3K: 3 day: \$2500 per year

- 3K: 5-day: \$2900 per year

- 4K: \$2900 per year

- 5K Member: \$3700 per year

- 5K Non-member: \$5800 per year

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

 - Tuesday - Thursday: \$2200 per year

 - Monday - Friday: \$2600

Christian education is a wonderful gift and privilege given to us by our loving Lord. Our tuition rates are significantly less than the cost of education, and our congregation funds the balance. Families who have 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) must be paid, or payment arrangements must 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 families make proper communication and payment efforts and a 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 14 spots for 3K, 16 for 4K, 14 for the Extended Day Program, and 16 for 5K. After all spots are filled, names will be put on a waiting list. Preschool Enrollment requires a \$50 non refundable deposit to secure your spot. The enrollment fee will come off of tuition if your child attends St. Paul's.

Participation in Worship Services

There are a few times throughout the school year that the children will be singing for a Sunday worship service. We will also have our own Early Childhood Christmas Service is on the second Sunday in December at 1:00. It is highly encouraged that all children be present when we sing in 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. Those attending the chapel are invited to sit behind the final row of students on each side of the church.

Offering

To impress upon the children their God-given responsibility according to the Great

Commission in Matthew 28, and to help them 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 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 do our best to keep parents informed about important things happening at the school. Our main form of communication will be through Jupiter and Kaymbu. The school also uses the following methods 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 via text; instead, call the school office or use Jupiter. Please check your child's backpack/school folder daily for parent notes of announcements, activities, completed schoolwork and artwork, and special requests.

PTF

The Parent Teacher Fellowship (PTF) meets throughout the school year. The PTF helps with several school events throughout the year. Look for Jupiter or Wits and Bits announcements about meetings or opportunities to volunteer for activities. Your attendance and input are encouraged and most welcome at the PTF meetings!

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 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:

- Children must ride in a forward-facing car seat with a harness until they are 4 years old and weigh 40 pounds.
- Children must ride in a booster seat until they are 8 years old, weigh 80

- pounds, or are 4 feet 9 inches tall.
- Children must be restrained in a seat belt once they outgrow the booster seat requirement.

Occasionally, St. Paul's School will utilize Menomonie Transportation and provide busing for field trips for 4K students and above. Families will need to provide written permission for busing. If permission slips are not received by the day of the field trips, students will need to stay at St. Paul's School.

Drivers/Chaperones for Field Trip: There are times when we will need drivers for field trips when we are not able to use 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. Drivers will also be required to watch the chaperone training slideshow and videos. This training will take place on the orientation night. You are strongly encouraged to bring your license and proof of insurance that night so that a copy can be made and kept on file. Only parents/guardians on the approved driver/chaperone list will be allowed to attend field trips.

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 someone other than a parent or guardian, written permission must be provided by that parent or guardian for the 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. This is an important safety measure to ensure that all children are safe and leave only with the parents authorized to pick them up.

Classroom Parties

Along with field trips, our classrooms have occasional parties for the children (Fall Costume Party, Thanksgiving Feast, Christmas, etc). Teachers may need parent volunteers to help with parties. Parents can also assist with a classroom party by providing prepackaged snacks or other needed items.

Child Behavior

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

1. The love of Jesus motivates us as we strive to live according to his will.
2. Children show love and respect through words and actions.

The children will show love and respect...

- to Jesus, by being attentive to his Word and striving to live according to his will.
- to their classmates, by treating them kindly, listening to and forgiving them.
- to their teachers, by listening to them and following directions.
- to themselves, by being responsible and trying their best.
- to their School, by taking care of their classroom and supplies

Discipline

As sinful humans, no one can follow our Lord's expectations perfectly, and we recognize that children will not be able to either. Yet, as we "train a child in the way he should go," (Proverbs 22:6), we encourage them to "work at it with all your heart." (Colossians 3:23). When children fail, Jesus our Savior forgives their shortcomings and gives them strength to keep working at it.

The children's inappropriate behavior will be corrected through:

- Common Consequences
 - Removal of an object
 - Removal from an activity
 - Shadowing of the teacher
 - Repetition of an appropriate action
 - Discussion of the offending action and appropriate alternatives
- Persistent Consequences
 - The Early Childhood Director or Principal will talk with the child about their behavior and help the child create a plan to address it.
 - Jupiter message to notify parents/guardians about the child's inappropriate behavior
 - Meeting with the parents and teacher to develop a plan to help their child
 - Meeting with school administration and/ or pastors to discuss next steps

We strive to guide each student in love, as a child of God. Our goal is to instill in each child this same love of God, so that their actions reflect Him and seek to glorify Him.

Child Abuse/Neglect

School teachers and any employees who work in a school who know or have reason to believe that a child has been abused or neglected are required by law in the state of Wisconsin to report this to the Child Protective Services 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 who attend St. Paul's after regular school hours. An exception to this policy applies to staff members and parents who have an established pre-existing relationship outside of school.

School Safety Drills

Fire Drills: will be conducted once a month. Teachers will prepare their classrooms individually before the first school drill.

Tornado Warning/Drill: will be practiced with children at the beginning of the school year and again during the spring.

Active Shooter/Crisis Situation: Each classroom will practice what to do in the event of a crisis situation at school. Teachers will use child-friendly language so that children are not frightened and can quickly and quietly follow the teacher's instructions.

In compliance with Wisconsin law mandating that all public and private schools with over 50 students conduct at least one school violence or active shooter drill each year, we will hold at least one school-wide drill.

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 our children receive at home, in church, and at 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 must be signed and returned before your child's first day of school.