

## Mission Statement of St. Matthew's Lutheran School

*St. Matthew's Lutheran School exists to make disciples for the Lord's kingdom through Christian education, assisting parents in the training of their children as we grow in God's inerrant Word, serving and glorifying Him.*

### PURPOSE OF ST. MATTHEW'S PRE-KINDERGARTEN PROGRAM

The purpose of our Pre-Kindergarten is to assist parents in the Christian training of their children by providing an opportunity to develop the spiritual, intellectual, social, emotional and physical capabilities with feelings of success and to develop these strengths at a pace consistent with his/her God-given gifts.

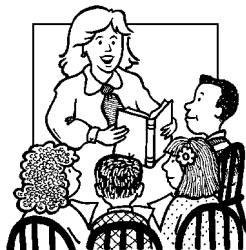
### HISTORY OF OUR PRE-KINDERGARTEN

St. Matthew's Pre-Kindergarten began operating in August of 1986. At that time our Pre-Kindergarten was entirely self-supporting, relying solely on enrollment and tuition fees to cover all operating costs. Today our Pre-Kindergarten is supported primarily by the members of St. Matthew's Lutheran Church through their weekly offerings.

### GOALS OF OUR PRE-KINDERGARTEN

The goals for the Pre-Kindergarten education at St. Matthew's School, are:

1. To instill in the young child a knowledge of God's love for him/her.
  - a. To know that our Bible lessons are from God's book, the Bible.
  - b. To trust God as a loving Father.
  - c. To know that Jesus is one's best Friend and only Savior.
  - d. To provide opportunities to worship, work, and play with other friends of Jesus.
2. To meet the basic needs of young children.
  - a. To develop self-awareness and a sense of self worth.
  - b. To help children develop both gross and fine motor skills.
  - c. To develop visual and auditory skills.
  - d. To build vocabulary.
  - e. To help children adjust socially to their peer group.
  - f. To help children learn the skills necessary for a successful school experience.
3. To introduce and familiarize the child with basic academic skills.
  - a. Reading Readiness - visual discrimination, rhyming, sequential order, letter identification, language development, opposites, classification, consonant/vowel sounds
  - b. Math Readiness - matching, size, counting with understanding, shapes, spatial relationships, number identification and comparison, graphing, patterns, sorting
  - c. Science - seasons, nutrition, 5 senses, water, living and non-living things, matter, earth
  - d. Social Studies - safety, community, holidays, family, school
  - e. Music - singing, finger plays, rhythm, musical instruments, participating in worship services
  - f. Art - coloring, scissors skills, painting, pasting
  - g. Physical Education - creative movement, parachute activities, tumbling, games



**A TYPICAL MORNING AT PRE-KINDERGARTEN**  
 Sessions will be held from 8:00 A.M. - 11:00 A.M.

7:40 - 8:10	Library / Welcome
8:10 - 8:25	Bible Time
8:25 - 9:00	Group / Unit Time
9:00 - 9:30	Snack / Large Motor
9:30 - 10:20	Free Play / Centers / Art
10:20 - 10:50	Readiness Skills
10:50 - 11:00	Story Time
11:00	Dismissal

**A TYPICAL AFTERNOON AT PRE-KINDERGARTEN**  
 Sessions will be held from 12:00 P.M. - 2:45 P.M.

<b>Not available in 2003-2004</b>	Library / Welcome
	Bible Time
	Group / Unit Time
	Snack / Large Motor
	Free Play / Centers / Art
	Readiness Skills
	Story Time
	Dismissal

**PRE-KINDERGARTEN CALENDAR / NEWSLETTER**

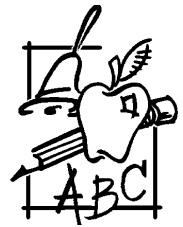
Our Pre-Kindergarten calendar coincides with our Lutheran Elementary School calendar. A copy of the calendar will be distributed at the beginning of the school year. You will also receive a Pre-Kindergarten monthly newsletter, listing any days that school will not be in session. It will also inform you about weekly themes and any coming events. In addition, a school newsletter will be sent home with your child each week.

**OUR CHRISTIAN CURRICULUM**

Each school day begins with a Bible lesson. Our religion course called *Christ-Light* teaches the children that God loves them so much that He sent His Son to be their Savior. The Bible lessons are presented through flannel board and vinyl graph presentations, puppets, role playing, and songs. All other units and daily activities are taught from a Christian viewpoint.

Our Pre-Kindergarten class sings in a Sunday church service in fall and again in spring. They participate in our 3:00 P.M. (N-Z) or 5:00 P.M. (A-M). Christmas Eve service and attend monthly chapel services on the first Friday of each month (8:05).

The school chooses four mission projects a year. The Pre-Kindergarten class also receives information about these missions and is given the opportunity to give money which is used to help others learn about Jesus. The mission offering is collected each Friday.



**CHURCH ATTENDANCE**

Regular church attendance is extremely important in your child's life. It is the Pre-Kindergarten teacher's duty to assist you in the spiritual training of your child and to encourage faithful attendance at God's house. It is the policy of St. Matthew's Lutheran School to keep a record of church attendance as a means of encouraging regular worship. Each month a calendar will be sent home to help you monitor and record your child's church attendance. This calendar will be returned to school at the end of the month.

## **PARENT / TEACHER**

Pre-Kindergarten children have a short attention span and it isn't uncommon for them to come home with things out of context. Please feel free to phone the teacher at any time if a question, problem, or grievance should arise, rather than discuss these things with others. Working together makes Pre-Kindergarten a good educational experience. Parent/Teacher consultations are held at the end of the first and second quarters, and are more for informational purposes than for evaluation. Additional conferences may be held at anytime during the year at either teacher or parent request.

## **ADMISSION POLICY**

St. Matthew's Lutheran School is open to all children whose parents are interested in a Christ-centered education. Parents and children will not be denied admission to the program because of race, color, creed, or socio-economic background. All Pre-Kindergartners must be 4 years of age by September 1 to enroll.

## **TEACHER QUALIFICATIONS**

All teachers at St. Matthew's Lutheran School have a Bachelor of Science degree in education from Martin Luther College in New Ulm, Minnesota.

## **TRANSITION FROM HOME TO SCHOOL**

We want your child's first school experience to be a rewarding one. Here are some tips for parents to help your child enjoy his or her year at Pre-Kindergarten.

1. Let your child know that school and learning are exciting.
2. Send your child regularly and promptly.
3. Inform the teacher of anything about your child that will help her understand him better.
4. Be interested in what your child brings home from school.
5. Be sure your child gets plenty of rest, has a regular bedtime, and eats a good breakfast and lunch before coming to school.
6. If your child has a fever, or other symptoms of illness, it is best to keep him/her at home.
7. Let your child feel the confidence you have in his/her teacher.
8. Get involved - volunteer to help in the classroom, attend PTL meetings and other school functions.
9. Always emphasize what your child CAN DO, not what he/she doesn't know.  
Development of skills will come when the body and brain are ready. Be patient!

## **ARRIVAL AND DISMISSAL / TRANSPORTATION**

Parents are asked to bring their children to the Pre-Kindergarten classroom and pick them up there. (Students should not arrive before 7:40 A.M.). On Tuesday and Thursday the children may enter the school through the main school doors (porch). The Friday session will be held in the church Fellowship Center and children will need to enter through the main church doors. The children will remain in the classroom until the parents or a sibling comes in to get them after school. Student transportation to and from Pre-Kindergarten is the responsibility of the parents. Children will not be released from the Pre-Kindergarten at pick-up time to anyone other than their parents unless parents send a note or personally contact the teacher. There is no busing available for Pre-Kindergarten children.

## **ABSENCES**

We hope to see your child for each session. If your child is sick, notify the school office (567-5396) prior to school on the day of the absence. Teachers should be notified of planned absences.

## ENROLLMENT FEES

An enrollment fee is charged for each student. Because St. Matthew's Lutheran School is supported chiefly by the offerings of all members of St. Matthew's Lutheran Church, a higher enrollment fee is assigned to non-members (see below). If the entire fee is paid at registration, which is the recommended method, there will be a \$15.00 discount. Families that are unable to pay the full amount at registration will be asked to sign a form indicating the payment plan they choose. A Christian education should be available to every child. Be sure to talk with a pastor or the principal before letting financial concerns bring a halt to your child's Christian education.

All fees must be paid in advance according to one of the following plans: annually, semi-annually, or quarterly. Fees for the quarter must be paid before the child will be allowed to enroll for the next quarter, unless other arrangements have been made. The fees for the 2002-2003 school year are shown below.

### Children of members of St. Matthew's:

Pre-K - 10.5% of \$3350 (per student cost) .....	\$352 + \$37 tech. fee	<b>\$389</b>
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### Children of non members:

Pre-K - 33.3% of \$3350 (per student cost) .....	\$1116 + \$37 tech. fee	<b>\$1153</b>
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The Enrollment Fee is reviewed each year and is subject to change by the Board of Education with the approval of St. Matthew congregation.

## SUPPLIES / DRESS

A school bag and a folder should be brought to school each day. This helps very much in distributing notes and in keeping belongings together. Other supplies are listed on the yearly school supply list mailed out in July. Please do not bring toys to school as they may become lost or broken.

Each child will be expected to purchase a *Faith Alive* Bible at the beginning of the year. This Bible will be kept at home and used by parent and child to reread the Bible lesson of the week. The Bible reference will be listed for each lesson in the monthly Pre-Kindergarten Newsletter. This can be a wonderful way for you to review the Bible lesson with your child and have him actually reading the Bible at an early age.

Clothes should be practical, durable and very washable. Keep in mind the activities in which the children will be involved (painting, gluing, outdoor play, crawling on floor). It is very frustrating for a child to have to worry about a new shirt, or being unable to run because of slippery dress shoes. Also, children like to be self-sufficient. Whenever possible dress your child in clothes he can open, close, put on, or remove without help.

We will use our outdoor playground as often as weather permits in fall and spring. Please send jackets, caps, mittens, etc. whenever the weather is changeable. Tennis shoes are required for gym activities. Please have your child wear tennis shoes to school for Tuesday and Thursday gym classes.

## HEALTH / IMMUNIZATIONS

Upon registration, current immunization information must be supplied to the school. A health form and an emergency procedure card are also filled out for each Pre-Kindergarten child.

## COMPUTER

We have several Macintosh computers in our classroom. The children are introduced to the main parts of the computer and use it for reading and math readiness.

## LIBRARY

Students are allowed to borrow books from our classroom library daily. Please help your child to be responsible with his/her book at home and return it when finished.

## **EDUCATIONAL TRIPS**

Educational trips are taken throughout the school year. A permission slip for the child to participate in and to be transported for field trips will be filled out prior to each field trip. For most field trips we will need volunteer parent drivers. Should drivers be needed, it is important that each driver carry liability insurance. Since the function is away from the church grounds, St. Matthew's liability policy will be secondary to that of the driver's.

## **VISITING**

We have a whole-school Open House in October and a Pre-Kindergarten Open House in January. Also, those interested in observing a Pre-Kindergarten session are welcome to visit at any time.

## **SHOW AND TELL**

Your child is encouraged to bring an item for Show and Tell each week. A specific theme will be announced for each week, and the children should bring an item which follows that theme.

A special shelf will be designated where children can place the "show and tell" item until that scheduled activity. Please encourage your child to share one item each week - even a picture is enjoyable for all. Bringing that "link" from home can really aid in the adjustment to school. Your child may bring his or her Show and Tell item each \_\_\_\_\_.

## **INCLEMENT WEATHER**

In the event of severe weather, stay tuned to local radio and television stations for possible closings. We will be closed if Oconomowoc Public Schools are closed.

## **LARGE MOTOR ACTIVITIES**

We have a large playground which we use in spring and fall. In winter we have access to a gymnasium and a large supply of athletic equipment.

## **OUR SPECIAL VOLUNTEERS**

Parents are encouraged to help with special projects, snacks, parties or computer work. Each child loves to have a parent spend part of a day with him/her at school. It is also an opportunity for you to see how your child interacts with others in a school setting.

## **SNACK TIME**

The Pre-Kindergartners will have a snack time each day. On Tuesdays and Thursdays this will consist of milk and crackers only. Each Friday a different Pre-Kindergartner will provide a snack to share with the class. Please try to keep good nutrition in mind when planning your snack. Children are more than welcome to bring a special treat on their birthdays, also.

At snack time we will encourage common courtesies and appreciation for snacks prepared by others. Most importantly, the habit of praying before snack will remind the child that our food comes from God.

## **EMERGENCY EVACUATION DRILLS**

In accordance with state law, we instruct the children in orderly fire and tornado drills. Drills are conducted in a manner designed to minimize fear but to maximize the importance of the plans.

## **DISCIPLINE**

Children will be disciplined through positive guidance, redirection and the setting of clear-cut limits. Discipline will be designed to help the child develop self-control, self-esteem and respect for the rights of others.

## **CONCLUSION**

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