

St. Paul's Lutheran Pre-Kindergarten



*"Let the
little children
come to me"*

MATTHEW 19:14

Parent Handbook
2020 – 2021



Each Child Is Special

*Each child is a blessing, each smile a reward,
Each accomplishment a reason to shout praise to the Lord.*

*For only with guidance and strength from Above,
Are we able to teach, to guide, and to love;*

*These precious, dear children entrusted to our care,
Bring blessings to us which we need to share;*

*Each child is so special to Jesus and me,
The love in their hearts is so easy to see.*

*For the sweet name of Jesus from the lips of the young,
As whispered in prayer or shouted in song;*

*Is reason enough for our purpose here,
And we join in thanksgiving as we begin this school year.*



*Jesus said, "Let the little children come to me,
and do not hinder them,
for the kingdom of heaven belongs to such as these."
Matthew 19:14*

We welcome you and your child to St. Paul's Lutheran Pre-Kindergarten.

Our Pre-K has received Accreditation by the WELSSA Accreditation team and is recognized by the National Council for Private School Accreditation (NCLSA). It is our prayerful desire that Pre-K will be an exciting and positive experience for your child. May we join in guiding the children according to God's Word and realize the importance and wisdom of Solomon's words in Proverbs 22:6.

"Train up a child in the way he should go and when he is old he will not turn from it."

We ask for your prayers and support as we begin this school year together.
If at any time you have comments or questions, please contact:

Michele Drska, Pre-K Director: 414-422-0320 - Extension 144
mdrska@stpaulmuskego.org

MISSION STATEMENT

St. Paul's Lutheran Pre-Kindergarten exists to support our church members by providing structured Christian education for their young children. Our mission includes outreach to the families in our community, by teaching the children that Jesus loves us, died for us, and saves us from our sins; and by providing opportunities for support and further education for the families involved in our program.

PHILOSOPHY STATEMENT

St. Paul's Lutheran Pre-Kindergarten's philosophy for early childhood education is founded on Jesus' instruction to his disciples in Matthew 19:14, Mark 10:14, and in Luke 18:16; ***"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."*** Pre-K staff members model a servant attitude of humble obedience to God's Word while children are immersed in a safe and loving learning environment built upon the grace and sacrificial love of Jesus. By building loving relationships with our families, we can create a strong partnership, working together toward the common goal of bringing children closer to Jesus. Continual professional development ensures our curriculum and classroom practices remain relevant, engaging, developmentally appropriate, and differentiated to meet the needs of our students. We take to heart Paul's words in Colossians 3:23, ***"Whatever you do, work at it with all your heart, as working for the Lord, not for men."*** With Jesus as the center of our program our focus remains on providing opportunities for spiritual, professional and academic growth. We appreciate the privilege to serve our families and to nurture each child in growth and development of skills through Christ-centered learning experiences.



CORE VALUES

*“Grow in the grace and knowledge of our Lord and Savior, Jesus Christ.”
2 Peter 3:18*

WE VALUE SHARING THE SAVING LOVE OF JESUS.

“Let the little children come to Me.” Mark 10:14

- ✚ We value our foundation on Christ’s love for children.
- ✚ We value sharing Jesus’ love with children and reaching out with our gospel ministry.



WE VALUE SUPPORTING PARENTS WITH STRUCTURED CHRISTIAN EDUCATION.

“I have no greater joy than to hear that my children are walking in the truth.” 3 John 1:4

- ✚ We value the parents as our students’ first teachers, and offer support by providing a developmentally appropriate Christian curriculum.
- ✚ We value sharing the gospel truth with our students and families.



WE VALUE PREPARING STUDENTS FOR LIFE AND ETERNITY.

*“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”
Colossians 3:23 & 24*

- ✚ We value preparing students for kindergarten, a life time of learning, and eternity with Jesus.
- ✚ We value a servant attitude of humble obedience to God’s Word and continued learning as Christian teachers committed to professional and spiritual growth.

WE VALUE EACH STUDENT AS A UNIQUE CHILD OF GOD.

“I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.” Psalm 139:14

- ✚ We value each child as a unique gift from God, respectful of their individual attributes and learning styles. Each child has distinguishing qualities, abilities, experiences and interests.
- ✚ We value encouraging each child to grow emotionally, socially, academically, physically, and spiritually, in all areas of development according to each child’s needs.



WE VALUE PROVIDING NURTURE, SAFETY AND LOVE.

*“Let us therefore make every effort to do what leads to peace and to mutual edification.”
Romans 14:19*

- ✚ We value providing a safe environment that nurtures each child in a loving classroom community to foster learning, sharing, communicating, repentance and forgiveness.
- ✚ We value building relationships with each other, each student and each family member.

GOALS AND OBJECTIVES

GENERAL STATEMENT

We offer a developmental readiness program incorporating physical, emotional, social, creative, and academic readiness activities in a Christian setting.

SPIRITUAL

We will introduce Bible stories through weekly Bible lessons. This will help children understand God's gift of love by Jesus' example; knowing that the Lord loves, protects, forgives, and saves us. We will be learning about prayer and encouraging the children to pray. We will also be working on learning to recognize right from wrong and promoting love, trust, and friendship within the class.

COGNITIVE

We will be developing a sense of time, increasing attention span, beginning deductive thinking, and learning simple skills involved in organization, communication, and problem solving.

EMOTIONAL

We will strive to create positive self-esteem and self-image by instilling in the child that he/she is loved by Jesus and is special in His sight. Your child will be learning appropriate ways to respond to other's feelings and learning appropriate ways to express one's own feelings. We will encourage every child, allowing for the opportunity to achieve success.

SOCIAL

Your child will be learning independence, accepting compromise, assuming responsibility, showing respect, learning to share and to take turns, and developing awareness of proper and improper behavior. This will be provided by free playtime, opportunity to choose groups, social snack time, and cooperative play situations.

PHYSICAL

Development of muscle coordination, and gross motor skills will be encouraged through practice in jumping, hopping, skipping, running, climbing, and ball handling skills. Fine motor skills will be enhanced by use of table toys, small and large blocks, Legos, beads, peg-boards, puzzles and art activities using scissors, glue, paints, crayons, chalk, and markers. Skills such as caring for one's physical needs, recognizing and accepting growth and change in self and others, recognizing and accepting differences of people in size, race, sex, and talents, will also be developed.

CREATIVE

Creativity will be fostered through building materials, art materials, dress-up clothing, music, play-acting, and free play.

ACADEMIC READINESS

Learning will be encouraged by the development of listening skills, following directions, and understanding concepts of time and space. Children will be exposed to children's literature, music, and movement. The intellectual readiness skills suggested for kindergarten will be introduced. Skills such as:



Alphabet recognition
Color recognition
Name recognition

Numeral recognition
Shape recognition
Rote counting



ADMISSION POLICY

The Pre-Kindergarten will be part of the ministry of St. Paul's Evangelical Lutheran Church. We will welcome children of any race, color, sex, creed, or handicap, if we can fulfill their needs. We reserve the right to dismiss a child from our program if he/she is not able to adapt to our environment. We require that all 3K children be toilet trained* before classes begin. Classes will be available to those children who are four years old by September 1, of the year in which they enroll for the 4-year-old programs, and three years old by September 1, of the year in which they enroll for the 3-year-old programs.

*Toilet trained can mean different things to different people. The following explanation is included so parents know our expectations and can determine if their child is ready for the 3K classroom at St. Paul's.

A toilet-trained child is a child who can do the following:

- Be able to TELL the adult they need to use the bathroom BEFORE they need to go. They must be able to verbalize their need. For example, saying the words "I have to go potty" BEFORE they need to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wear underwear and NOT need to wear pull-ups.
- Be able to wipe themselves after using the toilet.
- Be able to get off the toilet by themselves.
- Be able to wash and dry their hands.
- Be able to go directly back to the classroom without directions or assistance.
- Be able to postpone using the bathroom if they must wait for someone else using the bathroom, or must wait to get to the bathroom from outside or from a location in school that is not near the bathroom when the urge to go arises.

We realize that some children are not quite ready by three years of age to successfully use the toilet without assistance. We respectfully request that parents honestly assess their child's ability to do so based upon the criteria listed above. If your child is unable to independently use the bathroom in these ways, he/she would be better served attending a daycare where toilet-training is part of the daily schedule.

PARENTAL INVOLVEMENT

Parents are not required to work at Pre-K as a part of our program. However, parents are encouraged to participate as opportunities for involvement are offered throughout the school year. Parents having interesting occupations or hobbies are encouraged to visit our classrooms. The teacher will discuss this with you during orientation before the start of the school year. Parents choosing to participate in Pre-K, whether helping in the classroom, assisting with parties or chaperoning for field trips, must indicate that intent during the on-line registration process in TADS. Be sure to complete the sections on standards of conduct and pledge of service. This is to protect all our children at St. Paul's and to ensure that no adults in contact with our children have been previously involved in any kind of improper or immoral behavior with any child. As you are your child's first teacher, we hope to partner with you in the education of your child. We offer parent/teacher conferences twice during the school year and can schedule additional times for meeting to discuss the progress of your child with you if needed. Teachers and administrators are available for parents with any questions or concerns.

SESSIONS

We offer several sessions to choose from for 3K and 4K.

| Sessions Offered | Days of class | Class Times |
|--------------------|-----------------|-------------------|
| 3K - AM | Choose 2-5 days | 8:00 - 11:00 AM |
| 4K - AM | Choose 3-5 days | 8:00 - 11:00 AM |
| 4K FULL-DAY | Choose 3-5 days | 8:00 AM - 3:05 PM |



3K and 4K classes – Parents choose which days they want their child to attend 3K or 4K for the entire school year. Selected days may only be changed during the year upon approval if openings are available. 3K parents may choose a minimum of two days to five days a week, 8:00 – 11:00 AM. 4K parents may choose a minimum of three days to five days a week, 8:00 AM – 11:00 AM mornings **OR** full days, 8:00 AM - 3:05 PM. **Parents are advised that not all activities (gym, computer, art, music, library, etc.) will be offered on each day of the week.** Classroom schedules are available from each classroom teacher.

Sessions will be filled by preference as registrations are received on-line through TADS. Enrollment dictates class size, though most 3K classes have 12 – 16 students per day and most 4K classes have 12 – 18 students per day. We reserve the right to adjust class sizes, cancel or combine classes if enrollment for a particular class is not sufficient. We will do our best to accommodate the needs of our students and parents. Contact the Director to request alternate schedule consideration.

EXTENDED CARE

Our extended care program is available for our St. Paul’s students Monday through Friday, from 6:30 AM until 8:00 AM and from 11:00 AM until 6:00 PM on days when school is in session. 3K children enrolled in Extended Care must also be toilet-trained based on the criteria stated on page 4. Children are supervised in a classroom setting. Parents are billed for Extended Care at an hourly rate which is determined each year. Parents picking up a student after 6:00 PM will accrue a late pick-up charge of \$0.50 per minute. Families are required to use automatic funds transfer (Tuition Express) to make payments for Extended Care through direct withdrawal from a checking account or by credit card. A payment schedule will be provided. Hard copy registration forms are required for enrollment in Extended Care and Tuition Express. Extended Care is also available most “non-school” vacation days, including the summer from 6:30 AM to 6:00 PM. Information on these additional offerings of Extended Care is available as these days approach during the year.

Please be courteous to the Extended Care staff by communicating any changes or absences from the registration form you completed. These absences could include illness or a general change of plans. We ask that you let us know of the absence at least a day in advance, if possible aside from illness, as we plan our staff using a 10:1 child to adult ratio according to the dates and times you have given to us. If your child is ill and will not be in Extended Care for a scheduled time, please convey that information directly to Extended Care staff. Please call (414) 422-0320 extension 146 or extension 290, or email: cbourdo@stpaulmuskego.org to communicate your absence.

If families repeatedly do not let our Extended Care staff know in advance of an absence, a \$25 fee per child per incident will be added to the next billing payment upon the third incident, and beyond, during each fiscal year.

TUITION, FEES, AND REFUND POLICY

Registration is done on-line through TADS (www.stpmuskego.org/tads). There is a one-time \$25.00 application fee required the first year your child is enrolled. An annual, non-refundable \$100.00 (\$150.00 family maximum) enrollment fee is required at the time of registration. A medical form completed and signed by a physician is also required to complete enrollment.

TADS

Billing and Tuition Payment (TADS)

All families are required to use this automatic fund transfer system through TADS. The convenience fee for monthly billing is \$45 per family account. (This fee is waived for families that pay annually or by semester.) Credit card payments incur a 3% charge. Parents will be informed if any other fees will be added (i.e. field trips, late fees, etc.) We currently are not including hot-lunch or extended care billing to TADS. Following successful application and enrollment, as well as completion of tuition assistance grants if applicable, tuition management agreements will be sent out via email.

Tuition Management Agreement (TADS)

It is important that parents get the tuition management agreement completed by the due date. Your child is not considered registered and enrolled until all registration documents are completed and accepted. Children will not be able to attend class until all registration steps are completed, including having all tuition agreements returned and accepted. Whoever is responsible for tuition payments must complete the tuition agreement. If two different parents are responsible for a specific amount of tuition, please contact the principal about policies regarding this. Please adhere to the payment schedule so your child can have the privilege of attending classes. St. Paul's reserves the right to discontinue a student's enrollment if a payment plan is not chosen, adhered to, or if a payment is returned for insufficient funds. Registration for the approaching school year will not be accepted until past due tuition payments are made.

Tuition Assistance (TADS)

TADS has been selected by our school to conduct financial needs assessments for families. The application process for tuition assistance is strictly confidential. To apply for tuition assistance, parents need to use the online application at www.mytads.com. From there you will be guided through the process – be sure to choose the blue “Financial Aid Assessment” section. You will be directed to create an account. If you have any questions on the procedure, please contact TADS at 800-477-8237 or email support@tads.com. There is a fee of \$34 (per family) for applying for tuition assistance which you will be asked to remit at the end of the application process. The application process will be easier if you first pencil in your information on the Financial Aid Application Worksheet. These worksheets are available in the office or online at www.mytads.com and do not need to be turned in. Links to these locations are available on our school website on the TADS button at www.stpmuskego.org/tads. Families desiring assistance must apply for it **every** year.

Our 4K parents may also apply to the Milwaukee or Wisconsin Parental Choice Programs. More information about these programs and the income guidelines and application deadlines are available from Principal Fitzsimmons at 414-422-0320, extension 118 or sfitzsimmons@stpmuskego.org.

Days missed due to illness, vacations, or cancellations will not be refunded. Tuition will be pro-rated by day for students beginning classes after the start of the school year in September. Students leaving our program before the end of the school year in May will be required to pay tuition through the end of the month in which they depart.

Payment Arrangements – St. Paul's Lutheran School strongly desires to partner with parents in the Christian education of their children. If for some reason an unforeseen financial situation arises that could lead to the discontinuance or interruption of the student's Pre-K education, please contact the Pre-K Director, or a member of the Tuition Committee to discuss your situation and to work out a mutually agreeable plan.

TRANSPORTATION

Most of our 3K and 4K students are driven to school by parents. Some families use carpools. Our 4K children can ride the school bus if they live within the bussing boundaries for St. Paul's. Bussed children may arrive at school before Pre-K classrooms open at 8:00 AM and then utilize the morning Extended Care. Parents will be billed for that time. Requests for bussing should be noted during the on-line registration process. Parents must also contact the bus company directly to have their child added to the roster for a scheduled bus route.

Dairyland Buses, Inc.
262-544-8181



HOT LUNCH

Hot lunch is available for our students remaining at school over the lunch hour. Our hot lunch team provides a daily entrée along with a selection of sides for our hot lunch. Volunteers serve the meals prepared in our kitchen. Pre-K parents will receive a hot lunch menu which they need to return each month with choices for hot lunch marked. Milk is included with the cost of hot lunch. Parents need to participate in Tuition Express to be billed for hot lunch services. Payment for hot lunch is made through withdrawal from a checking account or by credit card. A schedule of payment dates will be provided. Parents **MUST** notify the office if a child is absent on a day they have a hot lunch ordered or they will be charged for that lunch. Milk is available for purchase for those children bringing a bag/cold lunch to school as well.

FIELD TRIPS

Children's experiences are broadened with field trips (i.e., pumpkin farm, fire station, library, petting zoo and a children's play). Permission for field trips must be granted with on-line registration. Additional fees may be requested for certain field trips. Parents are asked to help by being chaperones and/or driving when we do not use a school bus. A current copy of your automobile insurance coverage must be on file at school before you will be allowed to drive on a field trip. St. Paul's Lutheran School requires the following coverage: 100/300/100 – bodily injury/property damage/liability. Many of our field trips are scheduled in the morning hours and classes may sometimes be combined for special field trips. Children not regularly scheduled for class on the day of a field trip are always welcome. Afternoon class sessions may sometimes be cancelled on days with a morning field trip.

TECHNOLOGY POLICY

We understand the importance of maintaining technological relevance in an increasingly digital environment. We realize the significance of using advances in technology to further our educational goals and outcomes. Maintaining a balance in the instruction in our Pre-K classrooms continues to be a priority for us. We intend to use the educational apps available for our students on our mini iPads to further their understanding of conceptual knowledge while incorporating the developmentally appropriate practice of hands-on learning. We will use Chromebooks and/or iPads to reinforce letter and number recognition, develop typing skills, increase understanding of math, science, social studies concepts and reading comprehension, as well as learning the simple skills of logging on and off the computer. This is an exciting time to be a student and/or a teacher as we learn together in this ever-changing technical world.

HEALTH POLICY

Parents are required to provide their child's immunization history (state requirement) as well as the completed medical form signed by the child's physician (Pre-K enrollment requirement). These forms will be kept on file at school. Parents are asked to inform the Pre-K Director or child's teacher if a child will be absent from school for any reason.

The objective is to maintain and protect the health of the enrolled children. Our purpose is to reduce the risk of spreading disease and childhood illnesses. If it becomes necessary for a child to go home early because of injury or illness, the parent or designated responsible person will be contacted. The expectation is for the child to then be picked up promptly. Notify school staff if your child has any of the more serious communicable diseases such as chicken pox, measles, etc. Children absent from school with a communicable disease must bring a signed statement from a physician indicating that the child is no longer contagious when they return to class. No prescription or non-prescription medication may be given to a child without written authorization from the doctor or parent.

No child, staff, volunteer, visitor, or parent with symptoms of illness, communicable diseases, or whose behavior gives reasonable concern for the safety of the children may be on the premises of the school.

Children should **not** be sent to school if they show any of the following symptoms: sore throat, headache, fever, pink eye, upset stomach, or diarrhea.



Please do not expose the other children by sending your child to school if he/she show any of these symptoms. Children must be kept home for 24 hours after experiencing a fever or vomiting.

Any allergies should be made known to the teacher.

NUTRITION POLICY

Milk will be provided at St. Paul's Pre-Kindergarten each day during snack time. The cost of the milk provided at morning and afternoon snack time will be included in the tuition fees. **If your child has any food allergies, please notify the teachers.** Parents may be asked to provide a nutritious snack for the class on a scheduled volunteer basis, or teachers may decide to have each child bring their own snack each day. Parents of children with allergies may choose to provide separate snacks for their child. Some classrooms may restrict certain foods in the classroom due to student allergies. Parents wishing to send a special treat for a child's birthday are kindly asked to arrange that with the teacher.

We strongly encourage you to send healthy snacks, as well as healthy lunches for children staying through lunchtime and not ordering a hot lunch.



DISCIPLINE POLICY

In our Pre-Kindergarten classrooms and Extended Care rooms, we first and foremost strive to serve our Lord and Savior Jesus Christ in all we think, say, and do. Out of love for Jesus, the following can be expected.

Student Expectations

- Follow the rules of the classroom
- Respect and show kindness to other children, teachers and other adults

Teacher Expectations

- Clearly state Pre-K/EC expectations
- Set age-appropriate limits
- Be consistent and positive when sharing limits
- Anticipate problems and have a plan of action should they occur



Because we are all sinful, children will probably make mistakes in behavior. When this occurs, it is seen as an opportunity to practice confessing what we have done wrong and asking for forgiveness. It also allows the other person involved to give forgiveness, just as Christ forgives us. Should a problem occur, this is what can be expected, depending on what is appropriate:

- Children may be encouraged to solve the problem on their own.
- Children may be redirected to other areas or activities.
- Teachers may intervene with positive communication based on the individual child, knowledge of child development, and proper use of law and gospel.

Out of love, God gave His Son, Jesus to take away our sin. As children of God, we share that love with others by choosing words and actions that show we love our friends as much as we love ourselves. If the problem is aggressive or unsafe, the following actions may be necessary:

- Removing the child from the situation for a short time so that he/she can think about how to correct the problem.
- Sharing concerns with the parents, Pre-Kindergarten director and school administrator as needed; to allow us to pray and work together to find a solution.
- Requesting that parents remove the child from our program if disruptive or harmful behaviors continue.

In His wisdom, God has chosen you to be the parents of some very special children. We stand ready to assist you to help your child love their Savior and live their life as a reflection of the love God has for us by being kind, caring and making God pleasing decisions.

CURRICULUM

Our religious curriculum is the early childhood series published by Concordia. Each week your child will bring home a Bible sheet to share with you. We use the Alphabet Puppets by Evan-Moor, AlphaTales Books by Scholastic and the Frog Street Press “Sing and Read” colors series in 3K. We use the Frog Street Press, “Sing and Read” alphabet and numbers series in 4K, as well as the S.M.I.L.E. music/sensory curriculum, and Scholastic enrichment materials. Both 3K and 4K utilize the SPARK curriculum for physical education. Our program is further enhanced with children’s literature by various authors, often chosen to follow a specific theme.

ADDITIONAL PROGRAMS

Our 4K students are introduced to iPads, Spanish, and use the Clifford Magazine by Scholastic.

Our 3K and 4K students also use the school library. 4K students will choose books on a weekly basis. Prompt weekly return and care of our library books is appreciated.

Our students are often paired with older students for special projects or activities, including weekly meetings for faith family partnering and prayer.

Our principal visits each Pre-K classroom on a regular basis to present an age-appropriate devotion and spiritual encouragement.

Our Pre-K families are invited and encouraged to attend any Church service, Bible class, educational class, or fellowship event offered at St. Paul’s Lutheran Church and School.



SUGGESTIONS FOR OUR PARENTS

1. Leave your child with a smile and the assurance of your return.
2. Please make sure your child eats a good breakfast.
3. Parents are asked to provide a nutritious lunch when children stay for lunch and are not having hot lunch.
4. Take your child to the bathroom before you arrive at school. 3K children enrolled in our programs must be toilet trained and be able to use the bathroom facilities independently.
5. Children must be brought to the classroom and picked up in the classroom for their safety. Parents are required to sign in and sign out. Only those persons listed on the transportation authorization form will be allowed to pick up your child. Please keep this information up to date.
6. Children attending morning classes should arrive no earlier than 8:00 AM and should be picked up promptly at 11:00 AM. Full-Day 4K students should arrive no earlier than 8:00 AM and should be picked up promptly by 3:05 PM.
7. Morning drop off time is 8:00 – 8:15 AM. Parents may use this time to help their child with cubby work, visit with other parents, and ease the separation of saying good-bye to children. Teachers expect to begin the day with carpet/circle time at 8:15 AM.
8. Please call the school office if your child will be early or late to school for any reason. Children will be sent to Extended Care if they arrive earlier than 8:00 AM or if parents are more than 15 minutes late in picking up. Parents will be charged Extended Care rates for any time the child is in Extended Care.
9. Parents are asked to wait quietly in the Trinity Café if they arrive early for pick up. Doors to the hallway will be locked during the school day but opened at morning and afternoon drop-off and pick-up times.
10. Parents are asked to pay close attention to younger siblings who may be with them. They should not be allowed to disrupt the classroom.
11. Teachers enjoy visiting with the parents, but please keep conversation to a minimum at drop-off and pick-up times so teachers can attend to the children. Teachers will be happy to schedule another time to meet if necessary.
12. A notebook for signing in and out will be available at the Parent Board. Please read the board as well as the Pre-Kindergarten monthly newsletters, special notes and weekly e-mail classroom reminders to keep abreast of current Pre-K events.
13. Please check your parent mailbox and child's cubby in the classroom daily.
14. Each child has a hook for coats and a cubby for personal belongings. Be sure your child knows where coats, hats, mittens, and boots should be placed.
15. Put mittens on clips or strings, label boots and all other clothing with child's name to avoid mix-ups.

16. Please dress your child in comfortable clothing appropriate for the season and weather. Remember, they may need to use the bathroom during the day.
17. It is a good idea to keep a change of clothes for your child in his/her backpack. Remember to change the clothing with the seasons and growth of your child.
18. Children at school for the full day are asked to have winter gear (jackets, snow pants, boots, hat and mittens) as they will be having outdoor recess each day weather permitting. Children at school for mornings only do not have to bring winter gear each day.
19. 4K students must keep a labeled set of headphones in their classroom for use with iPads.
20. A pocket folder is a handy place to keep the Bible lessons and special worksheets. A backpack is also helpful in transporting papers and projects home. Other school supplies are furnished at school.
21. Donations of tissue boxes, disinfecting wipes or sprays, napkins, and straws are appreciated by the classroom teachers.
22. Cancellations due to inclement weather as determined by the Bus Company are aired on television, news websites, and the school website. If the Muskego/Norway School District is delayed or closed, so is St. Paul's School and Pre-Kindergarten.
23. Please carefully complete on-line registration and any hard copy forms requested. Additional forms may need to be completed or updated at the beginning of the school year including but not limited to emergency contact information, immunization history, and transportation authorization. Report any changes or problems to the teachers.
24. If you should need to contact the teacher or if you have any concerns, please call Mrs. Drska, the Pre-K Director, at her office, 414-422-0320, extension 144, the Pre-K receptionist, Mrs. Martin at extension 290, or call the teacher's extension directly.
25. **Thank you for sharing your child with us.**





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