**Parent’s Handbook**

**2018-2019**

****

**St. Mark’s Preschool**

**6730 N. 17th Street**

**Tacoma, WA 98406**

**253-752-4929**

**preschool@smlutheran.org**

**CONTENTS**

Statement of Purpose………………………………………………….……Page 3

Staff and Parent Responsibilities…………………………………………...Page 4

Enrollment & Tuition Information…………………………………………Page 5

Immunizations………………………………………………………………Page 6

Curriculum & Learning……...……………………………………………...Page 6

Field Trips…………………...……………………………………………...Page 6

Assessments……………………………………….………………………..Page 6

Conferences………………………………..……………………………..…Page 7

Discipline……………………………………………………………………Page 7

Daily Procedures……………………………………………………………Page 8

Extended Class Option……………….……………………………………..Page 8

Other Important Information……………………………………………….Page 10

Snacks & Show-and-Tell………………………………………….……….Page 12

Lunches………….…………………………………………………………Page 13

How to Stay Informed……………………………………………………..Page 14

Frequently Asked Questions……………………………..……………Pages 15-17

Staff and Preschool Board……………………………………………....…Page 18

**ST. MARK’S PRESCHOOL**

**6730 North 17th Street**

**Tacoma, WA 98406**

**253-752-4966**

**website: smlutheran.org**

**STATEMENT OF PURPOSE**

St. Mark’s Preschool is a celebration of children as gifts from God. Together, children and teachers experience the joys of learning, loving and growing in a Christian environment. St. Mark’s Preschool exists for the purpose of enriching the lives and learning experiences of young children in a nurturing, stimulating, creative Christian environment. We offer a program which will provide your child with a variety of learning experiences and opportunities.

**GOALS**

St. Mark’s Preschool provides an environment where children will:

* enjoy exploration, discovery and self-expression
* grow in confidence and self-esteem
* be encouraged to develop positive attitudes toward school, teachers and learning
* be given opportunities for social, emotional, intellectual, physical and spiritual development
* participate in hands-on creative learning experiences
* learn about Jesus’ love for them and all people

**NONDISCRIMINATION STATEMENT**

St. Mark’s Preschool admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational programs.

**STAFF QUALIFICATIONS**

Our teaching staff consists of Christian people committed to early childhood education and who have had education and/or experience in working with preschool age children. The staff is governed by a Board of Directors consisting of five members: one representative from St. Mark’s Lutheran Church, one parent from St. Mark’s Preschool, and three nominated by the members of St. Mark’s Lutheran Church. All are approved by a congregational vote. Staff members are evaluated yearly and are provided with opportunities for continuing education.

**STAFF RESPONSIBILITIES**

* Provide for the safety of all children in a warm, accepting environment
* Observe/evaluate each child’s skill, interests, knowledge and social development
* Design activities which promote physical, social, emotional, cognitive, and spiritual development
* Provide a variety of learning experiences allowing for individual differences in learning styles
* Reinforce individual self-esteem and respect for one another
* Communicate regularly with parents; notify parents of any situation relating to child’s performance in school
* If a child requires medical care resulting from an injury at preschool or at a preschool sponsored event, the Director is required to document the situation, and may decide to notify the church Pastor and the Preschool Board members.

**PARENT RESPONSIBILITIES**

* Bring and pick up child on time, or notify staff if you’ll be arriving late.
* Notify Staff of any home situation that may affect child’s attitude or performance in school.
* Keep the child home if sick or uncomfortable (runny nose, bad cough). Notify a teacher of any communicable disease (Chicken Pox, Pink Eye), or if child has or appears to have lice. *Please do not send children to school for at least 24 hours following the resolution of a temperature of 100 degrees or greater, vomiting, and/or diarrhea.*
* Provide child with a good night’s sleep, and balanced meals.
* Bring snack for your child’s class on the assigned day.

**AGE REQUIREMENTS**

* Enrollment in the 2 ½ - 3 ½ year old class requires that the child be 2 ½ by August 31st of the current school year. Some children younger than this may be admitted mid-year depending on maturity.
* Enrollment in the 3 – 4 year old class requires that the child be 3 by August 31st of the current school year.
* Enrollment in the Pre-K class requires that the child be 4 by August 31st of the current school year.
* Exceptions may be made to any of these age requirements based on Director and/or Board discretion

**TUITION POLICY**

The annual tuition fee of the 2 ½ - 3 ½ year old class is $1400.00, payable in ten installments of $140.00. The annual tuition fee of the 3-4 year old class is $1800.00, payable in ten installments of $180.00. The annual tuition fee of the Pre-K class is $2950.00, payable in ten installments of $295.00. Members of St. Mark’s Lutheran Church receive a 10% discount. Tuition paid in full at the beginning of the school year will be discounted by 5% (this is on top of member discount)

Tuition is due by the fifth class day of each month. Each family is provided a re-usable tuition envelope. Tuition received after the 15th is considered late and will be assessed a late fee of $15.00. Checks should be made out to St. Mark’s Preschool. Tuition checks should not be adjusted for vacations, holidays, or missed days due to sickness or snow.

If tuition is more than a month late, a child will not be permitted to return to class until a payment plan is set up by the Director, signed by the parent, and approved by the Preschool Board.

**REGISTRATION POLICY**

A $75.00 fee for registration and supplies is payable at the time of registration. This fee is not refundable if the parents withdraw the child.

**ENROLLMENT/WITHDRAW**

When withdrawing a child, we require two (2) weeks notice; unused tuition beyond that will be refunded. St. Mark’s Preschool reserves the right to withdraw, suspend, or put on a probationary period any student whose behavior warrants such action. This action would be for the safety and wellbeing of all the preschool students and staff.

**IMMUNIZATIONS**

Children attending St. Mark’s Preschool are expected to have all immunizations recommended by the CDC. These include: Hep B, RVS, DTaP, Hib, PCV13, IPV, MMR, VAR, and Hep A. An up-to-date immunization record is required no later than the first day of school. Students without current immunizations will not be able to attend without Board approval.

**CURRICULUM AND LEARNING**

St. Mark’s Preschool curriculum is unique. We utilize the Zoophonics Curriculum to teach letters and sounds; this curriculum provides suggestions for lessons in other areas such as music, science, and social studies as well. We also use the Second Step Early Learning Curriculum, which focuses on teaching social and emotional skills. We supplement these curricula with ideas from Scholastic, Pinterest, and other online learning resources. We emphasize the hands-on creative approach for all of our learning experiences. Our classrooms and school are divided into several learning areas:

* Circle Area - story telling, sharing time, music, learning about the theme and/or letter of the week.
* Discovery Areas – science and math related activities, sensory table;
* Art Room – Arts and crafts, easel, finger painting, collages, and creating with many mediums;
* Music Room – dancing, rhythm work, occasional yoga or other movement activities;
* Play Areas – housekeeping, dramatic play, puppets, cars and trucks, building;
* Outside Play Area – sand play, big toy with slide, climbing/crawling areas, gravel pit, garden bed, small toy for toddlers; extra play area with natural features

**CHAPEL**

Our PreK and 3/4s students attend chapel once a week (typically Wednesdays at 10:00). This occurs in the sanctuary, which is upstairs from the preschool. Chapel is led by one of the pastoral staff. Parents are welcome to attend chapel time.

**FIELD TRIPS**

Each class typically take 3-4 field trips during the year to places in our community that require transportation. Parents are asked to help with transportation and supervision as much as possible on field trip days. Some field trips may require additional pay; if you are unable to pay for the cost of field trips, please let the Director know.

We take walking field trips as well, which may include nature walks and walks to the Tacoma Lutheran Home Retirement Community. We may ask that parents join us on these field trips.

**ASSESSMENTS**

PreK Assessments will be done by teacher(s) two times a year (Fall and Spring). Students in the 3/4s class will be assessed once in the Spring. Assessments focus on academic skills as well as social and emotional skills. Fall assessments will be shared during a conference or sent home; Spring assessments are sent home with all students.

**CONFERENCES**

Conferences will be scheduled for every student in the fall. Spring conferences are optional, but conference times will be scheduled for any parent(s) who wish to meet and discuss their child’s progress.

If you ever have a concern about your child, please schedule a conference; most teachers can be available for a brief conference after class. If you cannot meet in person, please communicate your concerns via email so that they can be addressed.

**ST. MARK’S PRESCHOOL DISCIPLINE POLICY**

**Guidelines for Staff to Follow When Disruptions to Learning Occur:**

1. **A warning.** For a child not cooperating in a group listening situation, the child is reminded of acceptable behavior in a positive way. The child may be asked to move to a different area as a means to encourage more acceptable behavior.
2. **Time out.** Removal from the group for a short period of time out is the next tactic used for a child who continually demonstrates unacceptable behavior. This time out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior. Parents will be notified at the end of the preschool day if time out is utilized.
3. **Parent Conference.** If behavior problems persist, the parent will likely be asked to schedule a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. The teacher(s) and Director will be a part of this conference.

**Daily/Weekly Behavior Reports.**  If a child and/or parent need daily feedback on the child’s behavior in class, a teacher can send home a behavior report to the parent/guardian upon request. We find this helps the teachers and parents work together on children succeeding in the classroom. These can be requested and utilized at any time.

Corporal punishment is not considered to be an accepted method of dealing with young children’s behavior. Our staff uses calm, quiet voices whenever dealing with students.

If your child is having an issue with behavior, we will try to address it in a discrete manner, both when talking to child(ren) and parents. As much as possible, please be willing to stay after pick up if a teacher needs to share information with you about your child’s behavior.

**DAILY PROCEDURES**

**SIGN IN/OUT SHEETS**

Sign in/out sheets will be hanging on a clipboard near your child’s class. Please be sure to sign your child in and out each day. It is important that we have a record of what time your child arrived and was picked up as well as who was responsible for drop off and pick up.

**DROP OFF PROCEDURE**

There are several things you can do to make this transition for your child go smoothly every morning. Help your child hang their coat and backpack/bag, then sign in your child and check the calendar for any important events for the day. If your PreK child brings a lunch, it should remain in the hallway near your child’s coat. Please make sure all lunch bags/boxes are well marked with your child’s first and last name. On Mondays, please drop off a labeled water bottle for your child to use during the week.

If you are snack person for the day, please drop the snack off on the snack cart in the entry way. Assist your child to the restroom if needed. At 9:15 the doors to the classrooms will be opened. Please drop your child at the door.

**EARLY ARRIVAL POLICY**

The doors open at 9:15 am for all classes. If you should arrive earlier than the specified time, parents or guardians please stay with your child until 9:15 in the entry way; or, if weather permits, you are welcome to supervise your child on the playground until 9:15. Teachers are very busy making final preparations for class and are not able to watch your child until class begins. ***Please understand that we are not a daycare. Our time prior to class is used to set up for all the children. Please make every effort to pick your child up and drop them off on time. Your cooperation in this area is greatly appreciated.***

**EXTENDED CLASS OPTION:**

PreK students are able to stay an extra hour M-Th for “Extended Class”, if parents so choose. Students staying for PreK extended class should bring a lunch. Parents may choose this option on a daily basis, and should ***mark whether child is staying for extended class when they drop off their child***. Parents will be charged an additional $5.00 for each extended day time utilized; this cost will be added to the following month’s tuition payment. Payment for Extended Class in June will be collected at the time June tuition is due based on how many days you plan to use that month.

**PICK UP TIMES:**

2 ½ - 3 ½ Class: Tuesdays and Thursdays 11:15

3 – 4 Class: Mondays & Wednesdays 11:15; Fridays 12:00

PreK Class: 12:00…optional extended class pick up time: 1:00

**GOING HOME PROCEDURE**

Please sign your child out and wait near their classroom door. We will dismiss the children one at a time when we see that their adult is here to pick them up. If someone different will be picking your child up, please let us know in the morning. We also ask that you hold hands in the parking lot and not let your child run free. In addition, children seem to enjoy climbing on the large rocks and the landscaped hillside near our doors; please be sure to supervise them carefully if they choose the do any climbing, and do not allow them to climb on or hold on to the large fan box in the upper corner. Help us keep our children safe!

**LATE PICK UP POLICY:**

Parents (or other responsible party) should be on time to pick up their children following class. Parents will be given a five-minute grace period, but anything more than that may be assessed a $10 late pick-up fee. Legitimate family emergencies do not result in late charges. These charges will be billed to you at the end of each month. If you know you will be late, please give us a call so your child does not worry.

**MAIL BOXES**

These are located next to the entry door of the preschool. BE SURE TO CHECK YOUR MAIL EACH DAY. This is where we place newsletters, tuition envelopes, and other important information for grownups.

**SAFETY PRECAUTION**

At 9:30 every day the front door of the school will be locked for your child’s safety. If you arrive after that time, please ring the doorbell and a teacher will let you in. The front door will be unlocked at pick-up time. In addition, the doors to the classrooms where children are present will remain locked.

**OTHER IMPORTANT INFORMATION**

**EMERGENCY & SAFETY PROCEDURES**

If a natural disaster occurs, staff will keep your child as close to St. Mark’s grounds as possible until you can safely reach them. In the event of an emergency, we will attempt to contact you as quickly as possible via phone and/or email.

We practice earthquake and fire drills throughout the year.

All staff are trained in First Aid and CPR. If your child is in need of medical care beyond what can be offered by staff, we will notify parents or emergency contacts immediately. All injuries and treatments of injuries will be carefully documented.

**SNOW POLICY**

There will be no school when the Tacoma Public School District is closed or delayed by two hours because of weather. For this information, check the Tacoma Public School Website or tune in to KOMO or KIRO news beginning at 6:30 am for school closures.

**SCHOOL CALENDAR**

Classes begin after Labor Day, typically with the 3/4s and PreK classes starting on Wednesday of that week, and the 2/3s class starting on Thursday. St. Mark’s Preschool generally follows the Tacoma Public School District calendar; however, there will be some variations to suit the needs of our staff. The School year ends when Tacoma Elementary Schools end.

**SPECIAL EVENTS**

Throughout the year, we will hold several family-oriented events at St. Mark’s. Invitations to some of these events may be extended to the congregation of St. Mark’s Lutheran Church. These are events that will likely occur:

 Fun Run & Pancake Breakfast

 Fall Performance & Dinner

 Holiday Cookie Exchange & Sing-a-Long

 Valentine’s Day Party

 Spring Performance & Dinner

 Mother’s Day Tea

 PreK Graduation

End of The Year Party

Please refer to the School Calendar posted on our website for specific dates and times of these events.

**NOTE BASKET**

There will be a basket on the front table. This is where all notes to teachers, book orders, and permission forms will go. Please do not leave notes in your child’s backpack or bag. We do not always have time to check each bag.

**TUITION ENVELOPES AND LOCKED MAILBOX**

You will receive a manila envelope labeled with your child’s name and the tuition around the first of the month. Please place your tuition in the envelope and place it in the basket in the black locked mailbox to the right of the office window. We will return the envelope to your parent mailboxes the following month. Tuition is due by the fifth class day of each month. If you have any confidential information, you are welcome to use the locked mailbox for this as well.

**CLOTHING**

Please dress in clothes that can get dirty! Also, remember to wear a coat or sweater and sturdy shoes so we can play outside whenever weather permits. It is also important that your child wear clothing that is easy for him/her to pull down to use the restroom. You may choose to send an extra set of clothing with your child in case of toileting accident or water play. These can be kept in your child’s backpack. ***Please be sure to clearly mark your child’s jacket/sweater with his/her first and last name.***

**BACKPACKS OR BAGS**

We ask that you provide something that can be used to send home your child’s work from the week. This can be a backpack, reusable grocery bag, or other special bag. Work will be send home once a week (on Thursday or Friday), so please be sure to bring something on those days. ***Please be sure that your child’s backpack or bag is marked clearly with his/her first and last name.***

**SNACKS**

Snack time is an important time in our daily routine at preschool. The children work up healthy appetites and the time we spend together around the snack table provides the children with opportunities to learn table manners, refine small talk skills and try new foods they might not try at home.

The size of your child’s class will determine how often your child will bring snack. **Your child’s snack day will be indicated on the monthly calendar.** Please refer to this calendar and be prepared with a snack on your child’s snack day. (The child who brings snack that day also gets to be a special helper for the day and do a Show & Tell).

When selecting foods for snack, please select **healthy foods**. Also, be aware of any allergies that others in your child’s class may have. Snack time is a good time to educate children on nutrition and healthy eating habits. Some favorite snack items are crackers, granola bars, cheese sticks, fresh fruit, and yogurt. We prefer large portions, such as a bag of pretzels or a box of crackers, to the smaller snack packs. (Most children cannot finish those). **We will provide water with the snacks**, so you do not need to send other drink options.

**WATER BOTTLES**

In the interest of being environmentally responsible, please send a water bottle that your child can keep here at school for the week. You can take this home at the end of each week for cleaning.

**BIRTHDAY TREATS**

On or close to your child’s birthday, he/she will be assigned to bring snack. You may send a special treat on this day if you wish. We suggest sending treats that are “two-bite” sized, such as mini cupcakes, donut holes, or cookies/brownies cut into small portions. If If your child has a summer birthday (July or August), we will celebrate a half-birthday (in January & February).

**SHARING DAYS**

Sharing day (Show and Tell) will be on the day of your child’s snack day. It is a special day for the child to bring something from home to show their friends. Your child will have an opportunity to share about their item during circle time. When they are done sharing about their item, they are placed in your child’s backpack or bag to go home. If you forget your sharing item on the designated day, don’t worry, you can bring it the following day!

Gentle reminder: We do not allow toys that are or appear violent in nature (toy swords, guns, lazers, etc.)

**LUNCHES**

We encourage you to have your PreK child stay for extended class time (“Lunch Bunch”) at least once a week, so that he/she can participate in a school lunchtime routine. We will also begin to have a designated lunch day after Winter Break, where children will eat lunch together. Lunchtime can be beneficial for several reasons:

* Many great conversations take place around a table. Children really like to visit while eating together.
* It offers an opportunity for children to learn the proper order for eating their food. They get to make choices on their own.
* It helps them to practice opening containers themselves.
* They get an opportunity to practice table manners.

All of these things help to prepare them for Kindergarten. Most kindergartens are full day, and the children will be eating lunch at school. Learning to eat within time constraints is a good skill to have.

Some tips for Parents:

* If you send something that requires refrigeration, please include an ice pack in the lunchbox/bag
* Please do not send food that teachers have to cook or prepare.

**HOW TO STAY INFORMED**

**NEWSLETTERS**

Each week we will send home a newsletter for our families. It is designed to provide an update on what we have been doing this week, what we will be doing next week, as well as events and activities coming up at our preschool. The newsletter will be e-mailed to the parents at the end of each week and posted in the preschool lobby. We encourage you to read them so you know what your child has been doing at school. When asked, the most common answer is usually, “I don’t know,” or, “We played all day.” These newsletters can be great conversation starters.

If you have an idea or a special announcement you’d like to include in the weekly newsletter, please let a teacher know. We look forward to your ideas!

**WEBSITE**

We will try our best to keep our website updated with important information. Important dates as well as monthly calendars will be posted to the website.

**FACEBOOK**

We encourage you to be part of the St. Mark’s Preschool Facebook page. Special events will be posted to that site. We’d also like to post pictures of your children engaging in learning, socializing, and other special activities. We will only post pictures of your child(ren) to Facebook if you provide us with written permission to do so.

**QUESTIONS????**

Please don’t hesitate to talk to a teacher, the Director, or a Preschool Board member if you have any questions about any of the information in this handbook. We encourage open communication on any and all issues, questions, or concerns you may have.

**GENERAL QUESTIONS AND ANSWERS**

WHEN DOES MY CHILD COME TO SCHOOL?

2 ½ - 3 ½ Class: Tuesday and Thursday 9:15 – 11:15

3 – 4 ½ Class is Monday & Wednesday 9:15 – 11:15, Friday 9:15 – 12:00

Pre K Class is Monday – Thursday 9:15 – 12:00

WHAT DOES MY CHILD NEED TO ATTEND THE FIRST DAY OF CLASS?

You must have your completed immunization form. You can fill out the one provided in your Information Packet, or give us a print-out from your pediatrician.

WHAT DAYS DOES MY PRESCHOOLER HAVE OFF?

We follow the Tacoma Public School Calendar with a few minor exceptions. Important dates for the year are posted to the preschool’s website: smlutheran.org/preschool. A calendar will be sent home at the beginning of each month, and sent by e-mail as well.

WHEN IS TUITION DUE?

**Tuition is due on the fifth class day of each month**. Tuition that is not received on or before the 15th of the month will be considered late and a reminder will be sent home. Tuition received after the 15th will be assessed a late fee of $15.00. If you are paying after the 15th, please include an extra $15.00. If tuition is more than 15 days late, the child will not be allowed in class unless a written payment plan has been approved by the Director and the Preschool Board. Tuition is the same amount every month, unless additional costs have been accrued for extended class time. Tuition envelopes should be placed in the locked mailbox outside the preschool office.

IS MY TUITION TAX DEDUCTABLE?

No. We are not a childcare facility. We are a private preschool and do not provide any childcare. You might discuss this matter with your accountant as tax laws change frequently.

WHAT DOES MY PRESCHOOLER BRING TO SCHOOL?

Every day your child should bring a jacket or sweater. We will try to go outside and play every day (weather permitting).

Every week your child should bring their backpack or art bag. Bring it empty at the beginning of the week and it will go home full of projects and work your child has done.

About once a month your child will be assigned a snack day. This will be on the monthly calendar. Please bring a healthy snack to share with students and teachers on your child’s assigned snack day.

If your PreK child is staying for extended class (“Lunch Bunch”), he/she should bring a lunch.

WHAT SHOULD MY PRESCHOOLER WEAR TO SCHOOL?

Please wear casual play clothes. We get messy. We play hard. Please wear sturdy shoes, a sweater or jacket and clothes that are **bathroom accessible** for your child. Please label jackets and sweaters with your child’s name.

WHAT IF MY CHILD HAS A TOILETING ACCIDENT?

If your child has an accident, we will notify you by phone. If the accident involves a bowel movement, we ask that you or your emergency contact come to school to clean him/her and change your child’s clothing. We ask that you sign a permission form stating that it ok for staff to change your child’s clothing if a toileting accident occurs and you cannot be reached. We encourage you to send extra clothing to school with your child if he/she is likely to have a toileting accident. If toileting accidents occur on a regular basis, we will need to meet to assess whether your child is ready for the school environment.

WHAT DO I DO IF MY CHILD IS SICK?

If your child is not feeling well or just plain out of sorts, a day at home might be the best medicine. If your child is **running a fever, has a profusely runny nose or a cough, or has had diarrhea or vomiting the night before**, please keep them at home. If you need to give your child medicine, such as Tylenol or Advil, to lower their temperature, they are still sick and must be kept at home.

If you are keeping your child home, please give us a quick call to let us know you child will be absent. If we are not in the office, please leave a message on the answering machine. If your child has a contagious illness such as chicken pox, conjunctivitis (pink eye), etc, you must notify us immediately so that we can alert other families who may have been exposed. If your child should come down with lice, it is vital that they stay home until treated with a commercial treatment. No matter how embarrassing it might be, please notify a teacher.

WHAT DO WE DO IN CASE OF A MAJOR EVENT?

Our preschool staff is fully trained in first aid and CPR. In the event your child is injured at preschool, our staff will notify you immediately. If you cannot be reached, one of our staff members will accompany your child to your child’s doctor or Mary Bridge Children’s Hospital. Remaining staff will continue to call you or the person you listed as an emergency contact.

In the event of a major disaster (earthquake, etc) our staff will remain on site with your children. We will have adequate food and water to maintain our children for 3 days. We ask you to get to our facility as quickly as possible. Our staff members have children in schools throughout the region and we want to get to our children, too. In case of a major storm, heavy snowstorm or power outage, please come to the preschool immediately to pick up your child.

IT’S SNOWING OUTSIDE, DOES MY CHILD HAVE CLASS?

If Tacoma Public Schools are closed, we are also closed. If they are running an hour or two late due to road conditions, we will be closed. You can check the Tacoma Public School website or watch the morning news.

WHAT IF I CAN’T MAKE IT TO SCHOOL TO PICK UP MY CHILD?

If you have an emergency and can’t make it to school, please try to make arrangements for someone else to pick up your child as close to pick up time as possible. We understand that this may happen on occasion. Please call and leave a message on the preschool phone to indicate who will be picking your child up.

If you know in the morning that someone else will be picking your child up, please notify us with a written note if possible. If someone comes to pick up your child who is not listed on your registration form, and you have not sent a note or left a phone/email message indicating that your child will be picked up by someone else, we will contact you and will not release your child to that person until we receive permission to do so.

HOW DO I REACH YOU WITH QUESTIONS OR CONCERNS?

If you are calling to tell us your child is absent, please call the preschool office 752-4929 and leave a brief message with your name and the nature of the absence. If you need information, please try to call the preschool before or after class time. It is difficult to answer the phone when we are with a class. Someone us usually in the office until 1:00 pm on weekdays. You can also e-mail us at preschool@smlutheran.org. We will respond to any e-mails during the week within 24 hours. If you feel that you need to get ahold of someone immediately during the school day, you can also try calling the church office 752-4966

POLICIES IN THIS HANDBOOK WERE ESTABLISHED OCTOBER 16, 1992 BY ST. MARK’S PRESCHOOL BOARD. THIS DOCUMENT IS REVISED ANNUALLY TO ACCOMMODATE CHANGES IN CLASS SCHEDULES AND OTHER PROCEDURES

**2018-19 STAFF DIRECTORY**

Director – preschool@smlutheran.org

Erika Anderson, 2/3s Teacher – erika\_thompson@hotmail.com

Katie Jones, 2/3s Teacher – katiedjones@comcast.net

Shana Emry, 3/4s Teacher – shana.emry@gmail.com

Kalissa Hovey, 3/4s Teacher – khovey4@gmail.com

Jessica Beecher, PreK Teacher – chalfont9@hotmail.com

Anna Haulser, PreK Teacher – annamariehausler@hotmail.com

Misty Williams, PreK Teacher – mistyk7782@gmail.com

**2018-19 PRESCHOOL BOARD**

Julie Milasich - Chair, Former Preschool Parent & St. Mark’s Church Member

 Jldennis74@hotmail.com

Ilya Katsel, Current Preschool Parent

Jennifer Eveland, Former Preschool Parent & St. Mark’s Church Member

Heather Clauson, Former Preschool Parent & St. Mark’s Church Member

Jackie Stenger, St. Mark’s Church Member

Rebecca Shjerven, Pastor at St. Mark’s Lutheran Church

 rebecca.shjerven@smlutheran.org