

# **St. Luke Christian Preschool/Pre-K**



**330 Hannahstown Road  
Cabot, PA 16023**

**724-352-2221**

**website: [www.school.stlukecabot.org](http://www.school.stlukecabot.org)  
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## **ST. LUKE CHRISTIAN PRESCHOOL/PRE-K MISSION STATEMENT**

We will provide a challenging and stimulating educational environment which will afford students the opportunity to be all that God has created them to be.

*Train up a child in the way he should go; and when he is old, he will not depart from it. Proverbs 22:6*

### **GOALS AND OBJECTIVES**

St. Luke Lutheran Church operates its preschool/pre-k to assist parents in their God-given responsibility of providing for the spiritual, physical, emotional, intellectual, and social development of their child. This program does not replace the very important role of parenthood but rather is used as an avenue to expand the child's background beyond the home. Children will receive training that provides an outstanding opportunity for them to begin the process of learning and developing social consciousness in a truly Christian way. We hope that each child will learn to appreciate the wonders of God's creation and His great love in sending Jesus Christ as our Savior, to speak to God in prayer and to lead a Christian life. Children are in a loving atmosphere where they will experience acceptance and forgiveness. Learning situations in the classroom will improve and expand the child's mental processes to increase his/her ability to think and reason.

### **POLICIES**

St. Luke Christian Preschool/Pre-K admits students of any race, color, 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, national and ethnic origin in administration of its educational policies.

All applications for admission are studied by the school administrative staff and are brought before School Board for approval.

### **ENTRANCE REQUIREMENTS**

Children enrolling in preschool must be at least three years of age before September 1, and those enrolling in pre-k must be at least four years old before September 1. Children applying for 5-day pre-k are strongly recommended to have had one year of prior preschool enrollment. All applicants also must be toilet trained.

### **ADJUSTMENT**

There will be a six-week probationary period, as an aid to both parents and school, during which time it may be decided by one or both parties that a child is not ready to make the adjustment to preschool or pre-k, and therefore may be asked to withdraw.

### **TUITION**

St. Luke Christian Preschool/Pre-K is operated on funds obtained through tuition charges. Tuition fees can be found on the school website or by contacting the school office.

A \$50 application fee is to accompany all applications. This fee may be refunded until June 1 if you are unable to send your child or if we are unable to accept your child. After June 1, this fee is non-refundable.

Monthly tuition payments will be made to FACTS Management Services. Parents will have the option of using an invoice payment method or having the payments deducted automatically from their bank account. Families also have the option of paying tuition fees in full at Orientation in August, thereby receiving a \$40 discount on their total tuition fee. All new families planning to make monthly payments will be required to enroll in FACTS upon acceptance.

### **ADMINISTRATION**

The School Board develops and administers the policies and activities of St. Luke Christian Preschool/Pre-K with the supervision of the school principal. The staff of the school is qualified, trained, and dedicated.

## **BUILDING SECURITY**

Your child's safety is very important to us. For this reason, St. Luke is equipped with a security system. The school doors will remain locked. When visiting the school, please ring the doorbell and state your name and the reason for your visit and you will be admitted into the building. Upon admittance, please report directly to the school office.

## **CLEARANCE POLICY**

Due to state regulations, all school volunteers, ages 18 and older, who have direct contact or supervision of children MUST complete the following two clearances: Criminal History and Child Abuse History. All volunteers involved in the classroom activities need to supply the school office with these clearances. Contact the school office for additional information.

## **PRIVACY NOTICE/PHOTO SHARING**

The privacy of St. Luke students and their families will be respected at all times. Parents and other family members may not post online any school-related photos or information without obtaining the expressed permission from all parties depicted. The school is not responsible for privacy infringements from any photos or materials posted by parents.

## **PARENT TEACHER LEAGUE (PTL)**

Parents and guardians of students enrolled at St. Luke Lutheran School hold automatic membership in the PTL which meets regularly. The PTL seeks to assist parents in their role of Christian training. Through a variety of programs, projects, and several sponsored school services, the PTL has become a strong link between school and home. PTL sponsors several school-wide activities for the students throughout the school year. Parents are encouraged to participate in the activities of this organization.

## **TRANSPORTATION**

The state does not provide transportation for preschool nor pre-k. Therefore, parents are responsible for the transportation of their children. We request that the children be prompt, but not brought to school earlier than fifteen minutes before class time and that they be picked up promptly at the close of their session.

## **ATTENDANCE**

We encourage all parents to establish regular habits of attendance for their child as health permits. Continuity in teaching a child is most important. However, if your child is ill, please inform the teacher. Children may return to school when fever free for 24 hours without the use of fever-reducing medications and/or after symptoms have improved. If your child has contracted something contagious (pink eye, lice, strep...), please let the teacher know so that other parents are made aware. Names will remain anonymous. Children with certain communicable diseases are not permitted to attend school according to the rules and regulations mandated by state law (refer to PA Code, Chapter 11, Subchapter C, Section 27.71). If you know in advance of your child's absence, please inform the teacher so that their papers can be taken home.

## **COMMUNICATION**

Teachers communicate with their families through a class newsletter. Teachers will share their email contact with their classes. Emails will be checked before and after school hours for messages. Please limit contact to the teacher during the school day to emergencies only by calling the school office.

A weekly note is also emailed from the school office to all families regarding upcoming events and important information.

## **HOLIDAYS AND SNOW DAYS**

Please be reminded that St. Luke Lutheran School follows the South Butler County School District when school must be closed, delayed, or dismissed early because of inclement weather. If school is delayed or closed, it will be announced over the following media:

- Parent Alert —automated notification system via phone, email, and/or text
- FACTS Family Portal (see Announcements)

- School Website ([school.stlukecabot.org](http://school.stlukecabot.org))
- Facebook (St. Luke Lutheran School Cabot, PA)
- Butler radio—WBUT 1050 AM, WISR 680 AM, WLER 97.7 FM
- Pittsburgh radio—KDKA 1020 AM
- Pittsburgh television and station websites—KDKA Channel 2, [www.kdka.com](http://www.kdka.com), WTAE Channel 4, [www.wtae.com](http://www.wtae.com), and WPXI Channel 11, [www.wpxi.com](http://www.wpxi.com).

In the event of a two-hour delay by the South Butler Area School District, we will follow a modified schedule from 11:00 a.m. until 1:00 p.m.

In the event of a school closure by the South Butler Area School District due to inclement weather, virtual learning will take place for preschool/pre-k classes.

### **FIELD TRIPS**

Classes schedule field trips during the school year. A parent/grandparent is required to attend with the child.

### **CONFERENCES and EVALUATIONS**

Parent/Teacher Conferences are scheduled in January to discuss the child’s progress and any concerns. Students are evaluated in January and May. You may contact the teacher at any time throughout the year to schedule an additional conference or discuss concerns.

### **PROGRAMS**

There is a Christmas Program each year for pre-k and an End of Year Program for both preschool and pre-k. Family and friends are welcome to attend these programs.

### **CLASS PARTIES**

There are several class parties planned during the school year. Classroom teachers will notify parents of any sign ups to assist with class parties or to send in supplies.

### **WORSHIP**

We consider Church and Sunday School participation very important and strongly encourage you to worship together regularly as a family. Here at school, the children have Bible story time together each day, and we consider this a very important time. Pastors and the school principal also meet with the students several times a year for Bible Time. Children are taught about God’s love and saving grace every day.

### **DAILY SCHEDULE**

Children need a flexible framework for their first learning experience. We will have a planned schedule with the full awareness that this will vary daily depending on the needs of the children in the class.

**Arrival:** Children are greeted at the door by a teacher and proceed to hang up their backpacks and coats. They wash their hands and begin the day!

**Free play/Learning Centers:** Children have various centers to choose from upon arrival at school. This part of the day is especially important for your child’s socialization skills.

**Circle Time:** Children gather for class routines of calendar, weather, flags, etc.

**Bible Time:** Children pray and sing together while learning Old and New Testament Bible stories. They will learn about all the wonderful ways God shows His love to us.

**Learning Time:** Children work on academics and fine motor skills. This includes shapes, colors, letters, math, science, and unit study (i.e., community helpers, animals, senses, etc.).

**Bathroom/Snack Time:** Bathroom break is supervised by the teacher or aide. Children wash hands and pray before eating their snack.

**Free Play/Outside Play:** Weather permitting, children play outside on the school playground. In inclement weather, students have a free play time indoors.

**Goodbye:** Children gather their folders/bookbags and put on their coats to go home. Teachers dismiss students to their parent or approved guardian at the door.

## **GENERAL INFORMATION**

- Please closely monitor your child in the parking lot... it is a busy place!
- Snacks are provided by the parents for their child. Please pack one healthy snack suitable for young children in a lunch box or paper bag (crackers, fruit, veggie, pretzels, etc.).
- Children should have a labeled water bottle in the classroom.
- Toys are to stay home except for a scheduled show and tell.
- Keep jewelry to a minimum.
- Label jackets, backpacks, etc.
- Dress your child practically and comfortably for school. Remember, they need to remove their clothing to use the bathroom on their own. Weather permitting, we play outside so please dress accordingly.
- Gym shoes are the preferred shoe in school. Flip flops, sandals, rainboots and crocs are unsafe on the playground and steps.
- If your child cries upon arrival, rest assured that the teachers and aides will give them much attention and love! When leaving your child, tell them you love them and will be back when school is finished. If they see that you trust us enough to leave them, they will also trust that they are being left in a safe place. This may be difficult at first, but they usually calm down after the parent leaves. If there is excessive crying, teachers will contact the parent.
- Children will be dismissed from school to a parent or an authorized guardian.
- Pick-up is 11:30 a.m. Please be prompt or call the school office if you know that you will be late.

Please see the Parent Handbook on the school's website [www.school.stlukecabot.org](http://www.school.stlukecabot.org) or on FACTS Family Portal to view the belief statements of St. Luke Lutheran School and further information.

It is our prayer that your child's preschool/pre-k experience will be a building block for the future. Together may we continue to grow in the grace and knowledge of our Lord and Savior, Jesus Christ.