



WELCOME TO ST. LUKE'S~A Great Place to Grow

St. Luke's Preschool & Kindergarten Enrollment

2023-2024

Children must be 3, 4, or 5 by September 1 of the school year to be eligible

Children must be completely potty-trained to attend preschool

Classes Offered September – May:

- Preschool—Three-year-olds (Tuesday-Thursday OR Monday-Wednesday-Friday, OR Monday through Friday)
- Preschool—Four-year-olds (Tuesday-Thursday, OR Monday-Wednesday-Friday, OR Monday through Friday.)
- Kindergarten—Five-year-olds (Monday through Friday)

Enrollment Fees:

Tuesday/Thursday	\$125
Monday/Wednesday/Friday	\$125
Monday—Friday	\$145
Kindergarten	\$165

Monthly Tuition:

Tuesday/Thursday	\$180
Monday/Wednesday/Friday	\$215
Monday—Friday	\$250
Kindergarten	\$265

- Enrollment fees are non-refundable.
- **March 22**—September kindergarten tuition is due (non-refundable).
- **May 1**—All health statements (for new students) and updated immunization records are due in the preschool office.
- A place is reserved for your child only when both the enrollment form and the appropriate enrollment fee are received.
- New students must submit a “health statement” from a health care professional.

Families currently attending St. Luke's:

The information already on file in the school office will not be updated until the end of the current school year. If you need to make changes to THIS year's records, please stop by the office.

FINANCIAL POLICIES

- THE ENROLLMENT FEE IS NON-REFUNDABLE.
- Refunds are not given for part of a month missed.
- Tuition is due on the first of each month and is due as long as a place is reserved for your child.
- The preschool office must be notified at least **two weeks in advance** if the child is withdrawing from the program for any reason. Parents are responsible for an additional two weeks of tuition if they fail to give the full two weeks advance notice.
- We accept credit card, check and cash. Make checks payable to St. Luke's Preschool, noting your child's name in the lower corner.
- A **\$5 late fee** will be assessed for tuition received after the 10th of the month. A fee to cover bank costs will be assessed for any checks returned due to insufficient funds.
- September tuition for kindergarten only must be **pre-paid** by March 22 and is non-refundable.
- In order to enroll for the next school year in St. Luke's Preschool and Kindergarten or St. Luke's Parents' Day Out, there may be no past-due balances with either program.
- All family accounts with St. Luke's Preschool and Kindergarten, as well as St. Luke's Parents' Day Out, must be current at the end of the school year in order for either program to continue holding a spot for a child previously enrolled for the next school session.
- A child may not attend school if there is any unpaid tuition from previous months.
- May tuition must be paid by May 10 in order for a child to attend the remainder of the month.

ST. LUKE'S PRESCHOOL AND KINDERGARTEN-CHILD INFORMATION

Child's Last Name		First Name	
Boy ___ Girl ___	Date of Birth	Age (on Sept. 1 of school year)	
Child's Address	City	Zip	Best Phone Number:
Child lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only Other:			
Siblings and their ages:			
List any special problems or needs your child may have, including <u>allergies</u> , existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, medication prescribed for long-term continuous use. Food Allergies require an emergency plan signed by your doctor on file in the office. If none, please check <u>NONE</u> <input type="checkbox"/>			
List any developmental concerns or things you would like the teacher to know about your child and any services the child is receiving such as speech or OT.			

Yes ___ No ___ I understand and will comply with the financial policies of St. Luke's Preschool and Kindergarten.
Yes ___ No ___ I grant permission for my child to be transported by the St. Luke's staff for emergency care.
Yes ___ No ___ I acknowledge receipt of "St. Luke's Operational Policies" including those for discipline and guidance. (see attached booklet)
Yes ___ No ___ I grant permission for my child to use all of the play equipment & participate in all of the activities of the school.
Yes ___ No ___ My child is completely toilet trained.
Yes ___ No ___ I grant permission for my child to be included in pictures and videos connected with the school and church programs.
Yes ___ No ___ I grant permission for my family to be listed in the school directory.
Yes ___ No ___ I grant permission for photos which include my child to be posted on the school Facebook page and/or the church website. (No child will be identified by name.)

_____	_____
Signature - Parent or Legal Guardian	Date

My Child will be attending:			
3-year-old: ___	Tuesday/Thursday ___	Monday/Wednesday/Friday ___	Monday- Friday 9:00-12:00
4-year-old: ___	Tuesday/Thursday ___	Monday/Wednesday/Friday ___	Monday-Friday 9:00-12:00
Kindergarten: ___	Monday-Friday		8:30 -12:00

ST. LUKE'S PRESCHOOL AND KINDERGARTEN-FAMILY ADMISSION FORM

Father or Guardian Last Name	First Name	Cell Phone	Home Phone
Address		City	Zip
Employed By	Work Address	Work Phone	
Mother or Guardian Last Name	First Name	Cell Phone	Home Phone
Address		City	Zip
Employed By	Work Address	Work Phone	
Family E-Mail Address			
Name of Church			

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:		
In the event I cannot be reached to make arrangements for emergency medical care, and emergency treatment is deemed necessary by the St. Luke's staff, I authorize the St. Luke's staff to take my child to:		
Name of Physician	Address	Phone
Name of Preferred Hospital	Address	Phone
I give consent for the facility to secure any and all necessary emergency medical care for my child. _____		
Signature of Parent or Legal Guardian		

IN CASE OF AN EMERGENCY IN WHICH THE PARENTS CANNOT BE REACHED, PLEASE CALL: (local person)			
Name	Relationship to Child	Address	Phone
Name	Relationship to Child	Address	Phone
PERSONS (other than parents) AUTHORIZED TO PICK UP CHILD:			
My emergency contacts are also authorized to pick up my child. ___Yes ___No			
<u>Name</u>	<u>Relationship to Child</u>	<u>Phone</u>	
Sign if I do NOT authorize anyone to pick up my child _____			

Due by MAY 1!

**HEALTH STATEMENT
(Required for new students only)**

I have examined _____ within the past year and find that he/she is able to participate in the preschool/kindergarten program.

I have noted the following restrictions, if applicable:

Restrictions of activity:

Special attention or care needed:

Date: _____ Signed: _____
(Health-Care Professional)

*****PLEASE ATTACH A SIGNED OR STAMPED COPY OF THE
CHILD'S IMMUNIZATION RECORD*****

**Email to preschool@stlukeslubbock.org or return to St. Luke's
Preschool 3708 45th ST, Lubbock, TX 79413**

OPERATIONAL POLICIES

St. Luke's Preschool and Kindergarten is a Christian outreach of St. Luke's United Methodist Church. Loving God's little children is our utmost goal. Through play, hands-on activities, and successful, positive experiences, we strive to help children grow spiritually, mentally, physically, emotionally, socially, and creatively.

Families enrolled in St. Luke's Preschool and Kindergarten are considered members of the St. Luke's United Methodist Church extended family. Please feel welcome to attend any services or events at St. Luke's. The entire church staff is available to help with any needs you might have. For further information or to communicate any prayer needs, please contact Keri Jiou (school director) or any member of the pastoral staff (797-4393).

St. Luke's admits students of any faith, race, color, and national or ethnic origin.

CLASSES OFFERED:

- a. Preschool - Three-year-olds (must be 3 by September 1 of school year.)
- b. Preschool - Four-year-olds (must be 4 by September 1 of school year.)
- c. Kindergarten – Five-year-olds (must be 5 by September 1 of school year.)

Children must be completely toilet trained in order to attend preschool!

HOURS: 9:00 a.m. - 12:00 noon - Preschool
 8:30 a.m. - 12:00 noon - Kindergarten
 8:15 a.m. - 8:50 a.m. - Early Room

Kindergarteners may enter the classroom at 8:25, while preschoolers may enter after 8:50. Families who need to come earlier should use the early room, which is available for \$2 per day.

Late children should be accompanied by an adult to their group, since the class may have moved to another location. Please help your child develop a sense of responsibility by getting him to class on time. The most important part of the school day is the first ten minutes – please keep late arrivals to a minimum.

CALENDAR:

- a. Preschool is in session Monday-Friday from September through May.
- b. Classes are dismissed twice a year for parent-teacher conferences.
- c. A yearly calendar, as well as more detailed monthly calendars, will be furnished to parents.

ENROLLMENT PROCEDURES:

- a. Family and child registration forms must be fully completed.
- b. Enrollment fee must be paid
- c. An immunization record and health statement must be turned in prior to the first day of class.

If any policy changes occur during the school year, parents will be notified in writing

CONFERENCES:

Classes will be dismissed twice each year for Parent-Teacher conferences. A nursery will be provided for your preschoolers and siblings during the time you are conferring with your child's teacher. Regular classes will not be in session on conference days.

DROP-OFF AND RELEASE PROCEDURES:

1. Children will only be released to a parent or a person designated by the parent.
2. A photo ID is required to verify the identity of a person authorized to pick up a child, but not known by the staff.
3. All children must be accompanied by an adult to their classroom or designated door and picked up by an adult at their classroom or designated door.
4. The adult bringing or picking up a child is responsible for signing in and out on the log posted by the classroom door, and being sure the teacher is aware of the child's arrival or departure.
5. Please turn off your vehicle, lock it, and take your purse/valuables with you when you come to drop off or pick up your child. An unattended child should NEVER be left in the vehicle.

PARENTAL NOTIFICATIONS:

School information and policy changes will be communicated in several ways.

- a. Operational policies-received at time of enrollment
- b. Parent orientation-held at the beginning of the school year
- c. Yearly calendar-received at the beginning of the school year
- d. Monthly calendars-posted outside classroom doors and sent home with each child

They may also be accessed at www.stlukeslubbockschools.com.

- e. Occasional newsletters and notes-sent home with each child
- f. Sign-up sheets posted outside classrooms for parent-teacher conferences
- g. Occasional notices posted on Facebook.com.
- h. Information may also be communicated through an online platform.

If any policy changes occur during the school year, parents will be notified in writing

ILLNESS:

Licensing rules do not allow us to admit a child who is not well enough to fully participate comfortably in school activities, including outdoor play.

- a. A child should remain home if he has had fever, diarrhea, or vomiting within the last 24 hours.
- b. A child must remain at home if showing signs of a fresh cold.
- c. A student with conjunctivitis (pinkeye) must be excluded until written permission is issued by a health care professional.
- d. A child must remain at home if experiencing lethargy, abnormal breathing, mouth sores with drooling, or behavior changes.
- e. A child with a rash may attend school only if the condition has been cleared by a health-care professional.
- f. A child receiving antibiotic medication may return to school, providing he feels well and has been fever-free for 24 hours.
- g. If a child becomes ill at school, he will be isolated from his classmates and parents will be asked to pick up the child immediately. He will be lovingly cared for by the staff!
- h. St. Luke's will follow the recommendations of the Texas Department of Health concerning the admission or readmission of any child after a communicable disease.

MEDICATION:

The school will not administer medication. A parent may come to his child's room and give medication if necessary. Parents of children with inhalers to treat asthma or epi-pens for severe allergies should see the director.

SPECIALIZED MEDICAL ASSISTANCE:

If a child requires specialized medical assistance (examples: protective helmet, leg brace), parents must furnish a copy of directions from the child's health care professional.

MEDICAL EMERGENCIES:

If the staff feels that your child needs immediate medical attention, we will call for an ambulance, call your child's physician, or take your child to your designated emergency room or clinic. Parents will be contacted immediately.

IMMUNIZATIONS:

Children must meet applicable immunization requirements specified by the Texas Department of Health. Immunizations required for the child's age must be completed by the date of admission. More immunization information is available at www.tdh.state.tx.us/immunize or from the local health department. Please update your child's record if immunizations are received during the school year. This normally occurs when a child turns four years old.

Employees are encouraged to follow their primary care physicians' advice regarding immunizations for an adult working in an early childcare facility. No employee immunizations are specifically required by St. Luke's Preschool and Kindergarten.

HEARING AND VISION SCREENING:

Unless parents provide documentation of a professional exam, children who are four years of age or older will be screened at St. Luke's Preschool and Kindergarten for any potential vision or hearing problems.

SNACKS:

Water and individual disposable cups are always available in the classrooms. A snack and water will be served every day. Special foods deemed medically necessary for individual children should be provided by the parent. If your child has a food allergy, the office must have a copy of your child's food allergy emergency plan signed by a health professional on file before the first day of school.

If desired, parents may schedule a day to bring a special birthday treat. We prefer no cake or cupcakes, please. If a child wishes to have something sugary, such as cookies, please send something nutritious with it, such as milk, fruit, or cheese. Some "birthday kids" prefer to skip the sugary treat entirely and bring something such as muffins or strawberries.

FIELD TRIPS:

For the safety of our students we offer in-house field trips by bringing in special groups to visit with our children here in the school building. Parents will be notified by monthly calendars or classroom notes.

ANIMALS:

We prefer that parents not bring pets to the school, since we are required to first notify other parents in writing, as well as obtain documentation of vaccinations and a statement of health from a veterinarian.

VISITATION:

Parents are welcome to visit St. Luke's at any time during the school day without prior approval—simply check in at the preschool office. However, since visits can sometimes be disruptive to some children, visits should be of a brief nature. Longer visits require prior approval by the director. Only adults, not un-enrolled children, are permitted to visit. Please do not expect the teacher to talk with you at length at this time, since the teacher's responsibility will be to the children in her care.

PARENTAL PARTICIPATION:

Throughout the school year, parents will be given the opportunity to volunteer to assist with in house field trips, school parties, special events, and other classroom projects, as needed. Inform your child's teacher if you are willing to help with classroom activities.

PARENT/SCHOOL COMMUNICATION:

Parents are welcome to make an appointment with the director at any time to discuss questions or concerns about the policies and procedures of St. Luke's Preschool and Kindergarten. A copy of "Minimum Standard Rules" and the most recent Licensing inspection report are available for review in the preschool office. Parents can also access the minimum standards online at www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations.

CHILD ABUSE/NEGLECT

It is the legal and moral responsibility of each staff member to report any suspected child abuse or neglect. Each staff member will receive annual training in recognition of symptoms of abuse and neglect, abuse and neglect prevention techniques, and the procedure for reporting suspected abuse and neglect. Written information on the warning signs of child abuse or neglect, as well as prevention techniques, will be distributed to both parents and staff.

In order to obtain assistance and intervention, the parent of a child who is a victim of abuse or neglect may call the DFPS Abuse Hotline at 1-800-252-5400 or make a report at www.txabusehotline.org.

LICENSING CONTACTS:

The Texas Department of Family and Protective Services child abuse hotline number is 1-800-252-5400. The local DFPS Licensing office is located at 5121 69th St., Suite A-4, Lubbock, TX, 79424, phone 806-698-5510. The DFPS website is www.dfps.state.tx.us.

SAFETY:

If you need access outside of normal drop off and pick up times, please come to door 2 and use the intercom or call the Preschool office (797-4396) for someone to assist you. All doors will be locked during the school day. For additional security, a video camera system monitors entrances, the playground, and the parking lot at all times.

DISMISSAL FROM THE PROGRAM:

Serious discipline problems, irresponsibility, failure to pay fees, and/or disregard for school regulations constitute grounds for dismissal of a child from the program.

SEVERE WEATHER:

When severe weather occurs, if LISD has school, we will also have classes. If LISD starts one or two hours late, we will start at 10:00. The "early room" will not be available if school starts late. Local television stations will be notified of any emergency schedule changes in the event of inclement weather. Notices will also be posted on our Facebook page and any online platform.

EMERGENCY PREPAREDNESS PLAN:

The staff at St. Luke's has a plan in place to anticipate events that might occur due to natural or human-caused emergencies and to ensure that all necessary steps are taken to protect students, teachers, and staff. In the event of an emergency, parents will be notified by phone and on the online system. Regular fire and storm drills are conducted and the staff has been informed of all emergency procedures. The basement on the west end of the building is the designated storm shelter. In the unlikely event of an evacuation from the entire church campus, Maedgen Elementary School, at 44th and Nashville, is the designated off-site shelter. A complete and specific emergency preparedness plan is available for review in the school office.

TOYS:

St. Luke's Preschool and Kindergarten provides toys and equipment for the enjoyment of all the children. Children should not bring toys to school except when requested by the teacher for show and tell. Any type of toy weapon is prohibited.

BACKPACKS:

Children may bring a backpack to carry material and information to and from school. It should be large enough to hold school projects and notices. Please label the backpack with your child's name and check it daily for school information.

PEST CONTROL:

A licensed applicator will treat the facility bi-monthly for pests. No pesticide use will occur during hours children are present.

SUNSCREEN AND INSECT REPELLANT:

Sunscreen and insect repellent will not be administered by St. Luke's Staff. Please use these products on your children before they arrive at school.

ACTIVE PLAY & CLOTHING:

- Indoor and outdoor active play enhances fitness and general health and supports creativity, learning, and development.
- Active play opportunities are offered throughout the day. Children will receive 20 minutes of unstructured active playtime daily either outside on our playground or in our fellowship hall depending on the weather. Structured active play times will occur in music class and during some circle times in the classroom.
- Children should wear comfortable play clothes that are easily washed. No flip-flops, please!
- Weather permitting, we will play outside on a daily basis. Always send a coat or jacket for outdoor play, marked with your child's name.
- Choose clothes for your child which he can fasten and unfasten himself.

- Although children must be completely toilet trained to participate in the program, the school does have clothing in case of an accident at school. We simply ask that you please wash and return these extra clothes as soon as possible.

DISCIPLINE AND GUIDANCE POLICY:

We follow the discipline and guidance policy required by child care licensing which is outlined below. We also use a program called conscious discipline to teach students.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation from the group, when appropriate, limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

GANG-FREE ZONE:

Child Care Licensing requires all child-care centers to inform parents that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Ministering to your family is a privilege we cherish and a responsibility we accept with enthusiasm. Thank you for sending your child to St. Luke's!

The St. Luke's Preschool & Kindergarten Staff