

# St. Luke's Little Saints

St. Luke's Presbyterian Church Preschool & Kindergarten



## POLICIES & PROCEDURES REGISTRATION BROCHURE 2010 ~ 2011



St. Luke's Presbyterian Church  
1978 Mount Vernon Road  
Dunwoody, GA 30338  
770.393.1424 ext. 240  
FAX: 770.393.3278  
[www.slpres.org](http://www.slpres.org)



# St. Luke's Little Saints

~ not just a school, but a family



Dear Families ~

As you consider enrolling your child in our program, remember that

*Life is Good*

at St. Luke's Little Saints! And this year it got even better. After a year long process, a Quality Assurance Review team from the nationally recognized SACS/AdvancEd accreditation program recommended that our school be accredited "without reservation," which means that SLLS is officially accredited for the first time in the school's history. How wonderful to have the unbiased, outside acknowledgement that our school is offering each Little Saint a quality experience according to the highest of accreditation standards. SLLS is now in the company of nearly 13,000 colleges and schools throughout the world. To achieve this status, we were required to demonstrate our commitment to provide an enriching and safe learning environment staffed by highly qualified educators. Congratulations go to our teachers and support staff for achieving this hard-earned, well-deserved recognition.

We are pleased to have implemented a new service in our school this year. Once a semester, a licensed Speech-Language Pathologist observes each class and assists our teachers in providing age-appropriate language and occupational skills specific to the needs of each class. Providing these regularly scheduled consultations between the therapist and our teachers enhances communication and developmental proficiency for all of our children.

You are invited to tour our school and observe for yourself why parents, teachers and Little Saints alike think "life is good" at SLLS!

*Carol*  
Carol Perry, Director  
carolperry@slpres.org



*Mission Statement: The Preschool and Kindergarten Programs at St. Luke's Presbyterian Church are dedicated to nurturing the whole child through age and developmentally appropriate experiences and activities. In serving the congregation and the community, we seek to provide a Christian atmosphere of loving acceptance wherein each child can grow socially, spiritually, emotionally, physically, and intellectually. We believe each child is a child of God and, therefore, has a right to develop to his or her fullest potential. A positive self-image is a firm foundation for a happy and successful child, and our primary goal is to develop this in each child.*



# Registration Procedures



## Preschool

Ages: 12 months to 4 years

Hours: 9:15 a.m. ~ 12:15 p.m.

## Kindergarten

Age: 5 years old by September 1st

Hours: Mon/Wed/Fri 9:15 ~ 12:15

Tues/Thurs 9:15 ~ 2:30

## Registration Fee:

\$90 St. Luke's church members

\$100 non-church members

*This fee is non-refundable*



Registration begins in January in the following sequence:

Church Members

January 19

Currently Enrolled Families and New Siblings

January 20

New Community Families

January 21

All applications must have a non-refundable registration check attached. All applications received on a given day will be treated equally. If there are more applications than spots available, a lottery drawing will be held by the date the applications were received.

## How We Spend Our Mornings

The St. Luke's Little Saints program incorporates a center-based approach to learning in each classroom. Children enjoy structured activities as well as free choice time. Daily enrichment opportunities occur and all age groups have Music class by our Ministers, teaches a Bible and older. We play outside every when we play basketball and gymnasium. Our Science Lab Little Saints to explore the exciting experiments. Our parties and each child's birthday is Christmas and in May with all age



once a week. Weekly Chapel, led story or values lesson to Three's day except in inclement weather, other fun indoor games in our provides an opportunity for natural world and to conduct teachers provide time for holiday observed. Programs are held at groups participating.



## Policies & Procedures



### Preschool Arrival and Pickup

9:15 ~ 12:15 M-F



School begins at 9:15 a. m. Please do not bring your child prior to this time. Although you may see other children in the school, it is likely they are children of teachers. Pickup is promptly at 12:15 p.m.

for preschoolers. A late fee of \$5 per 5 minutes will be charged, payable on the spot in cash, for continued tardiness. Your child will not be released to anyone other than you unless we have a written note stating the name of the designated person; a photo I. D. of that person must be provided.

#### Snacks

A mid-morning snack of crackers is offered. All classes except for the 4 year old Pre-K classes may bring a juice cup. Water is provided for 4 year olds. Your teachers need to be aware of any allergies. When snacks are provided by parents for parties, please remember that we do not allow nuts.

#### Early Release for Youngest Children

To provide a smooth transition from home life to school life and to lessen anxieties, during the first two weeks of school children in the 2-year-old classes and younger will be released at 11:00. Please consult the Parent Calendar for specific dates.

#### Potty Training

Children enrolled in the 3 year old classes and older must be potty trained by the time school starts in September.

#### Speech & Language Screenings / Vision Screenings

Annual screenings will be offered by licensed personnel for a small fee. A thorough written assessment will be provided. (These screenings are separate from the in-house observations referenced on page 2.)



### Kindergarten Arrival and Pickup

9:15 ~ 12:15 MWF

9:15 ~ 2:30 T Th

One of our Kindergarten goals is to help make the transition to 1st grade a smooth one. It is important that prompt arrival be observed so that students learn the value of a timely start and begin their day calmly. School begins at 9:15 a.m. On Monday, Wednesday and Friday, pickup is at 12:15 p.m. On Tuesday and Thursday, pickup is at 2:30 p.m. A late fee of \$5 per 5



minutes will be charged, payable on the spot in cash, for continued tardiness. Your child will not be released to anyone other than you unless we have a written note stating the name of the designated person; a photo I.D. of that person must be provided.

#### Kindergarten Snack & Lunch

Kindergartners will be offered a mid-morning snack of crackers and water. On Tuesday and Thursday, Kindergartners will bring a lunch and a drink from home. Please inform teachers of allergies. Lunch may not be shared among students. When parents provide party snacks, please remember that we do not allow nuts.

#### Kindergarten Early Release

Occasionally Kindergarten will release at 12:15. Please consult the Parent Calendar for specific dates.

#### Lunch Bunch

Our 3 and 4 year olds are invited to stay on Tuesdays and Wednesdays for lunch with their friends until 1:15 p.m. Kindergartners may stay on Wednesdays. Sign up is posted Monday through Wednesday. Lunch Bunch is \$6; parents purchase lunch tickets which serve as a reservation for their child. Children bring their own lunch and, weather permitting, go outside as part of their extra hour at school.



# Policies & Procedures



## Discipline

St. Luke's Little Saints follows The Golden Rule. Our teachers gently correct inappropriate behavior by teaching better choices, utilizing positive reinforcement of good behavior and by redirection. If necessary, time out will be used 1 minute per age of child. Biting is not tolerated; parents will be notified and child will be sent home for the day.

## Wellness Policy



Our staff will make every effort to help keep your child well. Your child will not enjoy the Program if he or she is not feeling well. To ensure that children stay healthy while they are enrolled, please do not bring your child to school if he or she shows any of the following symptoms in the 24 hours prior to class: fever; runny nose

with colored discharge; rash; diarrhea; vomiting; unexplained itchy scalp. If our teachers notice any of these symptoms or any abnormal changes in behavior, you will be notified.

## Medications

Staff members may not administer any medications to any child. If a child needs medication, a parent must come to school to administer same.

## Emergency Procedures

In case of illness or accident the school will attempt to contact a parent for direction as to treatment. In the event we cannot reach a parent, or where judgment dictates it would be detrimental to your child to delay treatment, we will call 911 and your child will be taken to Children's Healthcare of Atlanta at Scottish Rite via emergency vehicle. The signed Authorization Form, filled out in the Summer Packet, will be sent with your child.

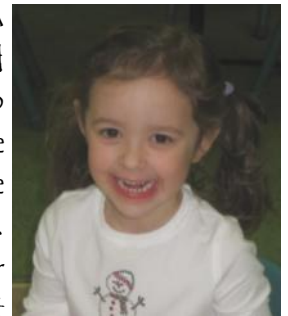


## Scholarship Fund

Presbyterian Women, an organization within St. Luke's Presbyterian Church, donates a partial scholarship designated for SLLS families who are undergoing financial hardship. Interested families should contact the Director for further information.

## Refunds/Withdrawal

No refunds will be made. A thirty day notice is appreciated for withdrawal from SLLS. No refund for withdrawal will be made. No refunds will be made for short or long absences. With extended absence or illness, monthly tuition must be paid to reserve your child's place in the class.



## Safety

Drills practicing where to go in case of fire, tornados or hurricanes are practiced during school hours once a semester.

## Inclement Weather Policy

Emergency closing of school due to storms, snow, etc. will follow the same procedure as DeKalb County Schools. Announcements are broadcast from local radio stations at the time of the emergency. If DeKalb County Schools are closed or delayed for weather emergencies, SLLS is closed.

## Emergency Cards

Two emergency notification cards must be filled out and signed by a parent and filed in our office on or before the first day of school. One card remains in the Director's office and the second is kept in the classroom. The Director should be notified of any updates.

## Child Abuse

St. Luke's Little Saints is required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.

## St. Luke's Little Saints Schedule of Classes 2010 ~ 2011

Age	Days of Week	Number of Children/Class	Monthly Fee
12 ~ 18 months*	Mon/Wed	10	\$200
18 ~ 24 months*	Mon/Wed	10	\$200
18 ~ 24 months*	Tues/Thurs	10	\$200
2 year old	Mon/Wed/Fri	12	\$250
2 year old	Tues/Thurs/Fri	12	\$250
2 year old	Tues/Thurs	12	\$200
3 year old	Mon/Tues/Wed/Fri	14	\$275
3 year old	Tues/Wed/Thurs	14	\$250
Pre-K 4 year old	M ~ F	14	\$300
Kindergarten 5 year old	M ~ F	16	\$325

*\*Children under the age of 2 shall not exceed 2 days per week.*

### Tuition

Tuition fees are paid on a monthly basis. With the exception of September, tuition is due one month prior to services. Therefore, October tuition is due September 1st; November tuition is due October 1st; and so on. September tuition is due in May.

A late fee of \$10 per student will be charged for tuition received after the 7th of the month. In other words, families have seven days to pay tuition in a timely manner.

**SUBMITTING AN APPLICATION INDICATES YOUR UNDERSTANDING OF THE TUITION POLICY.**



# Registration Application



Child's Name \_\_\_\_\_

Goes by \_\_\_\_\_

Child's Birthday \_\_\_\_\_

Age as of 09/01/10 \_\_\_\_\_

St. Luke's Member: Yes \_\_\_\_\_ No \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Please attach the non-refundable check to this form.

\$90 St. Luke's Presbyterian Church members

\$100 non-church members

(Do not write in box; office use only.)

## Class Desired for 2010 ~ 2011

(Please circle choice)

12-18 months	M/W
18-24 months	M/W
18-24 months	T/Th
2 year old	M/W/F
2 year old	T/Th/F
2 year old	T/Th
3 year old	M/T/W/F
3 year old	T/W/Th
4 year old	M-F
Kindergarten	M-F

Mother \_\_\_\_\_

Father \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

rev.11/09

*My submittal of this Application indicates my agreement to comply with the policies stated within the Registration Brochure.*



St. Luke's Little Saints Preschool & Kindergarten  
St. Luke's Presbyterian Church  
1978 Mount Vernon Road  
Dunwoody, GA 30338

TO: