



Saint Mark Preschool Parent Handbook

"Let the children come to Me,
and do not hinder them,
for the kingdom of heaven
belongs to such as these."

Matthew 19:14

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Our Staff

Staff Qualifications

- The teaching staff at Saint Mark Preschool hold Bachelor's Degrees in Elementary and/or Early Childhood Education.
- Child Care Comprehensive Background Check, ICHAT (Internet Criminal History Access Tool), and PSOR (Public Sex Offender Registry) searches have been completed on all staff.
- The staff participates in yearly professional development.

Mrs. Andrea Bever (abever@saintmarkgr.org)

Mrs. Bever joined Saint Mark Preschool for the 2018-19 school year as our Bridge and Extended Day teacher. She holds a Bachelor of Fine Arts degree in Elementary Education from Calvin College with an emphasis in science and fine arts.

Mrs. Ellen Godbold (egodbold@saintmarkgr.org)

Mrs. Godbold served in various teaching positions at Saint Mark for 10 years prior to serving as preschool teacher. Mrs. Godbold has taught three and four year old preschool at Saint Mark for the past 7 years beginning with the 2013-14 school year. She holds a Bachelor's in Education from Concordia University with an emphasis in Early Childhood.

Mrs. Chris Stodola (cstodola@saintmarkgr.org)

Mrs. Stodola served as Director of Children's Ministry for 10 years at Saint Mark and began serving as director of the preschool for the 2013-14 school year. She has a Bachelor's in Elementary Education from Eastern Michigan University with an emphasis in language arts, social studies and teaching methods, and an Early Childhood Administration Endorsement from Michigan State University.

Mrs. Sharon Weih

Mrs. Weih has served as a classroom aid for 3 years. She has volunteered as a Sunday School teacher at Saint Mark for over 35 years. Mrs. Weih attended community college for education, but left for a career in administrative work.

All staff and volunteers have signed a statement indicating: the individual is aware that abuse and neglect of children is against the law; the individual has been informed of the preschool's policies on child abuse and neglect; the individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

***Any individual registered on the Public Sex Offender Registry is prohibited from having contact with any child in care.

Welcome

Welcome to Saint Mark Preschool! Our preschool, founded in 1970 by Saint Mark Lutheran Church, is a Christian outreach to the children and families of our community. It is our desire to support, encourage, and provide opportunities that continue the educational and spiritual development already started by you the parent.

Saint Mark Preschool is licensed by the State of Michigan and it follows the rules and regulations set forth by the Michigan Department of Licensing and Regulatory Affairs Bureau of Community and Health Systems. All licensing records are available in the church/preschool office.

This handbook outlines the procedures of Saint Mark Preschool. We reserve the right to amend this handbook when necessary, and will give you written notice of any changes in procedures. Please read this handbook, so you fully understand our procedures, and then sign the **WRITTEN INFORMAITON PACKET DOCUMENTATION** form and return it to us.

Our Mission

Saint Mark Preschool and Bridge Program is a partnership of home and school to nurture and educate students in a Christ-centered environment through spiritual, academic, social and physical preparation for developing lives of Christian service.

Our Philosophy

At Saint Mark Preschool, we believe that children are precious individuals from God. As a child of God, they are important, special and unconditionally loved.

The preschool program at Saint Mark is based on the principles of child development and is structured to provide opportunities for learning to occur through exploration and active discovery in play. Planned, developmentally appropriate activities foster intellectual, social, emotional, physical and spiritual growth. Loving, nurturing, professionally trained staff guide and teach young children basic skills and awareness of self and others as well as offer support and encouragement to parents.

Student Enrollment/Non-Discrimination Policy

Saint Mark Preschool admits students of any race, color, national and ethnic origin to all 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, admission policies, scholarship and tuition assistance programs or other school administered programs.

Criteria for Admission

- To enroll, children must be toilet trained and meet the age requirements stated in R 400.8182 (5), (6), (7).
- Parents/Guardians must complete a student registration form and return it to the preschool office with a non-refundable registration fee. Upon receipt of your child's registration form, your family will be enrolled in the TADS payment service system. You will be required to review, sign and return a tuition contract for each school year. A registration packet will be mailed mid-summer. The required forms must be completed and returned to the preschool office before your child begins classes.

Withdrawal

- If for any reason your child will not complete the school year, please notify the preschool as soon as possible.
- Notice must be given to receive consideration for a tuition refund or adjustment.
- Parents are responsible for notifying our payment service, TADS, of the change in enrollment.

Tuition and Fees

- Payments are due on the 1st of the month and must be received by the 5th of the month.
- Any payments not received by the 5th of each month will be charged a late fee of **\$40.00**. This charge will be added directly to your tuition account.
- It is vital to communicate with the preschool and TADS regarding any circumstances, as they develop, regarding timely tuition payments.
- In addition to the registration fee and tuition, a yearly materials fee will be assessed.
- No adjustments will be made to your child's tuition for absences due to illness, vacations or bad weather days.
- Preschool tuition payments begin on August 5.

Dismissal

Saint Mark Preschool may terminate services for the following reasons, but not limited to:

- Non-payment of fees
- Failure to meet physical and immunization requirements
- Disruption of program due to behavior problems that interfere with the child's personal growth or that of others
- Behavior that negatively affects other children
- Behavior or development is such that the preschool cannot meet the needs of the child

Schedule of Operation

Saint Mark Preschool operates on a traditional school year schedule. Classes begin early September and end mid-May. Two separate mini camps are offered the last 2 weeks of May. A yearly calendar denoting days the preschool is open/closed will be provided at the start of each school year.

Days and Hours of Operation

- Tuesday/Thursday 9:00-11:30 AM (3 Year Olds)
- Monday/Wednesday/Friday 8:15-11:30 AM (4 Year Olds)
- Monday/Wednesday/Friday 8:15 AM-3:15 PM (3 Full Day Bridge-Older 4's/Young 5's)
- Monday/Wednesday/Friday 11:30 AM-3:15 PM (4 Year Old Extended Day)
- Monday/Wednesday/Friday 12:30-3:15 PM (4 Year Old PM Class if offered)

Snacks/Meals

- Daily snacks are provided by the parents of the class and occasionally by the school.
- Parents of 3 and 4 year old classes receive a monthly calendar listing who is responsible for snack and what snack should be provided. Snack time is used to reinforce concepts taught in the classroom. Healthy, nutritious snacks are served most days. Exceptions might include holiday snacks, theme related snacks or child created snacks. Water is served every day. Juice or milk may be served also.
- Bridge students bring an AM snack from home.
- All full day students are required to bring their own lunch.
- **All students** are required to bring their own water bottle LABELED WITH THEIR NAME.
- **It is imperative that you notify the school of special dietary needs and food allergies.**
- Snacks will meet USDA nutritional guidelines. (with the exceptions noted above)

Quiet Time

- Children in attendance 5 or more continuous hours will have a daily quiet time.
- Each child will be provided their own mat and blanket.
- Children who do not sleep will be provided quiet time activities.

Discipline

The teachers and staff of Saint Mark Preschool exercise the principles of Christian love when disciplining children. Teachers model appropriate behavior and are warm, loving, firm, consistent and patient in the process of setting limits. Teachers will employ a variety of methods depending on the specific situation. Teachers will use positive methods which encourage self-control, self-direction, self-esteem, and cooperation.

The teacher may:

- Suggest a different activity
- Remind the child of a rule she/he has forgotten
- Offer alternate solutions to a conflict
- Recognize and channel the child's emotion
- Teach problem solving skills, and involve the child in problem solving

Parents and teachers will work together to address behavior issues, creating a plan of action to assist the child in developing new coping skills.

If necessary, a teacher may use a "take a break" method. The child will be instructed to sit and watch for a few brief moments to allow for the teacher to finish instruction if needed. Proper behavior is then discussed and the child will be invited to rejoin the group.

Arrival (Please note the temporary routines listed in the Coronavirus Handbook)

- 3 year old Preschool classroom doors will open **5 minutes** before the class start time. Parents may wait in the hallway with their child until the classroom door opens.
- 4 year old AM Preschool and Bridge Program children have a flexible arrival time. Children may be dropped off anytime from 8:15-8:45 AM.
- 4 year old PM Preschool may be dropped off anytime from 12:15-12:30 PM

Departure (Please note the temporary routines listed in the Coronavirus Handbook)

- Parents are expected to pick up children at the end of class time.
- List all persons authorized to pick up your child on the Child Information Record.
- A child will only be released to authorized individuals. (Those listed on your Child Information Record)
- When playdates or emergency circumstances occur where a name is not listed on the record, notify the staff IN WRITING.
- Notify the office staff and teachers IN WRITING if a change of information occurs so that the Child Information Record may be updated.

Communication

- The preschool staff will communicate with families daily. If there is a joy or concern to share, we will speak with you that day.
- Saint Mark Preschool will use the parent communication app BLOOMZ. Sign-up information will be given at parent orientation.
- Parents will receive a Monthly Newsletter at the beginning of each month via the BLOOMZ app.
- Parents will receive a Weekly Note detailing that week's lessons via the BLOOMZ app.
- Parents will receive illness, emergency, or reminder texts and notifications via the BLOOMZ app, phone calls, email or the family Facebook page.
- Notify the school office of absences due to illness. (616-455-5320)
- E-Mail-please provide an e-mail address that you use frequently. Please write it legibly.
- Connect to our private families only Facebook page. To request permission to join, enter Saint Mark Preschool Families in the search bar.
- Families who speak a different language are encouraged to bring a translator of their choice.
- Every effort will be made to provide identical information to parents of children in dual households.

Health and Wellness Plan

*EACH CHILD IS REQUIRED TO HAVE THE **CHILD INFORMATION RECORD** ON FILE AT PRESCHOOL. ALL PARENTS MUST SIGN FOR EMERGENCY TREATMENT AND PROVIDE HEALTH INSURANCE INFORMATION. IT IS VITAL THAT YOU KEEP THE PRESCHOOL UP-TO-DATE ON PHONE NUMBERS, EMERGENCY NUMBERS AND OTHER PERTINENT INFORMATION.*

Parents will be contacted in illness or injury situations. If we are not able to reach parents **within 5 minutes**, the preschool will contact the emergency person/s indicated on the Child Information Record. The preschool will attempt to reach parents by phone call and text and the BLOOMZ app.

Saint Mark Preschool will maintain a healthy school environment in the following ways:

Hand washing

Signs are posted in each bathroom with hand washing instructions.

All staff, volunteers, and children will wash their hands with soap and water at the following times:

- At the start of the day, before children arrive
- Before preparing or eating snacks
- After using restroom, caring for sick children or contact with bodily fluids
- After feeding and caring for classroom pets

Handling bodily fluids

Staff will follow the standard precautions for child care recommended by the Centers for Disease Control and Prevention in handling any fluid that might contain blood or other bodily fluids. Standard precautions require treating all blood, fluids that may contain blood or blood products, and other bodily fluids as potentially infectious.

- Spills of bodily fluids, feces, nasal and eye discharges, saliva and vomit will be cleaned up immediately and the area will be disinfected.
- All surfaces will be cleaned and disinfected using a three step cleaning method: clean with detergent, rinse with water, disinfect with approved disinfectant.
- Fluid contaminated materials will be discarded according to OSHA's BBP standards.
- Clothing or other items to be sent home with the child will be wrapped in a plastic bag.
- Tables used for eating will be cleaned using a three step cleaning method: clean with detergent, rinse with water, disinfect with approved disinfectant.
- Toys will be cleaned, rinsed and disinfected as needed.
- Toys used in rotation will be cleaned before storing.
- Toys that cannot be immersed in water will be cleaned and disinfected using disposable disinfecting wipes.

Illness

During the school day

- A child that is too ill to remain with the group will be placed in a separate area where he/she will be comfortably cared for and supervised until the child can be picked up.

Please keep your child home if any of the following symptoms are present:

- A temperature of 100 degrees or higher
- Diarrhea
- Vomiting
- Any contagious condition (rash, strep throat, pink eye, etc.)
- Strep throat and pink eye require 24 hours of prescription medication prior to returning to school.
- Temperature must be normal for 24 hours without medication before returning to school. (This requirement will follow current coronavirus recommendations.)

Staff members will remain home if any of the following symptoms are present:

- Temperature of 100 degrees or higher
- Diarrhea
- Vomiting
- Any contagious condition (rash, strep throat, pink eye, etc.)
- Strep throat and pink eye require 24 hours of prescription medication prior to returning to school.
- Temperature must be normal for 24 hours without medication before returning to school. (This requirement will follow current coronavirus recommendations.)

Parent Communication

- The preschool will post any reported illness daily on the preschool entrance doors and on the BLOOMZ app.

Health and Family Resources

Kent County Health Department 700 Fuller Ave. NE,
Grand Rapids, MI 49503 phone: (616)632-7100
website: www.accesskent.com/Health/HealthDepartment

Accidents/Injuries/Incidents

- When a minor emergency occurs, (chipped tooth, small cut requiring stitches) parents will be called. The child will be kept comfortable until parents arrive. Children will not be transported in staff cars under any circumstances. An accident report must be filed.
- If a serious injury occurs, staff will call 911. The child will be transported to the hospital via ambulance. Parents will be called immediately and asked to come to the hospital. An accident report must be filed.
- Under the Child Protection Law, Saint Mark teachers and staff are mandated reporters. They have a legal responsibility to report any evidence of, or suspicion of, child abuse pertaining to any child enrolled in the program. Reports will be made to Children's Protective Services.

Medications

- Other than caring for minor scratches, bumps and bruises, no medications, lotions, sunscreens etc. will be administered to children by staff. A child may bring a non prescription lotion for dry skin or lip balm and apply it themselves if necessary.
- If it is necessary for medicine to be taken at school, a medication form must be completed with detailed instructions for proper administration.
- Medications must be in the original container with labels intact.
- Prescription medication must have the pharmacy label indicating the physician's name, the child's name, instructions, and the name and strength of the medication. It will be given only in accordance with these instructions.
- Physician prescribed epinephrine injection devices may be used in school. A parent/guardian must bring the medication to the school office. Medication will be given only for emergency situations such as needed for allergic reactions. The parent/guardian must provide authorization from the student's physician and must fill out a medication form with detailed instructions for proper administration.
- **TWO Epinephrine Devices** must be on hand at the school for your child. If a child experiences a **Biphasic Reaction** the second dose will be administered.

Emergency-Tornado

- If a tornado watch or warning has been issued prior to the start of class, school will be canceled.
- If at any time during the school day there is a tornado watch or warning announced, teachers and staff will follow the procedures outlined in the Emergency Procedures Manual. These procedures are also posted in each classroom.
- Tornado Drills are practiced during tornado season.

Emergency-Fire

- Evacuation plans are posted in each classroom.
- Fire safety inspections are completed on a regular basis as required by law.
- Fire drills are practiced several times throughout the school year.

Emergency-Crisis

- A building crisis plan is in place.
- A general announcement through the phone system will advise teachers and staff on how to proceed. Teachers and staff will follow the appropriate lock down procedures to manage the crisis.

Herbicide and Pesticide Applications

- Herbicides and pesticide applications are currently not applied during the school year. Applications are contracted for June, July and August.
- Families will receive advance notice of any additional herbicide or pesticide applications.
- The preschool will notify families by e-mail and by printed notice.
- The notice will contain information about the substance applied, purpose, location, date, preschool contact information and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture.

Supplies and Clothing

- Children should bring a backpack or book bag each day for carrying items to and from school.
- **Each child** must bring their own water bottle to school each day. Please label it with your child's name in permanent marker.
- Place a complete change of clothes, (shirt, pants, underwear, socks) in your child's backpack in case of spills or accidents.
- Dress your child in comfortable play clothes for school. Children are engaged in active play on the playground and messy activities in the classroom.
- For indoor and outdoor play, tennis shoes are best. **Sandals, boots and flip flops are not appropriate for safe play. Please do not send your child in these unsafe shoes.**
- Please do not let your child bring personal belongings to preschool. It is heartbreaking when something special is lost or broken.

Weather/Closings

Saint Mark Preschool may close due to inclement weather or illness. Closings will be announced via WOOD TV8 and WZZM TV 13. A follow up e-mail and text via the BLOOMZ app will be sent. It will be posted on the family Facebook page. **It is strongly recommended** that you download the school closing apps available from the stations. You will receive a text message within minutes of our contacting them concerning closings and delays.

Volunteers

Parents are welcome to visit preschool with their child on their snack day, to help with a class party, or accompany their child on a field trip.

- Prior to volunteering, the ICHAT (Internet Criminal History Access Tool), and PSOR (Public Sex Offender Registry) background checks must be completed and kept on file.
- Any individual registered on the PSOR (Public Sex Offender Registry) is prohibited from having contact with any child in care.
- All volunteers have signed a statement indicating: the individual is aware that abuse and neglect of children is against the law; the individual has been informed of the preschool's policies on child abuse and neglect; the individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.
- All volunteers helping with classroom activities will be supervised by staff present in the same classroom and who meet the qualifications outlined on page 2 of the parent handbook
- Volunteers will not take a child to another classroom or the bathroom.
- Volunteers will not discipline a child.

Curriculum

The foundation for our curriculum is **"Get Set for School" by Learning Without Tears**.

There are three components to the curriculum:

- Readiness and Writing (*readiness, drawing, alphabet knowledge, colors and coloring, pre-writing, writing, counting and numbers*)
- Language and Literacy (*phonological awareness, alphabet knowledge, concepts about print, comprehension, oral language, writing*)
- Numbers and Math (*numbers and operations, geometry, patterns and algebra, measurement and time, data representation and probability*)

"Get Set for School" is based on the following philosophies and principles:

- Research based approach that addresses different learning styles
- Developmental progression that builds on what children already know
- Friendly voice that connects with children
- Developmentally appropriate lessons that break difficult concepts into simple tasks
- Hands-on multisensory materials that entice children to learn

The developmentally appropriate learning objectives of the curriculum are woven into our creative monthly and weekly themes, allowing us to meet the academic needs of children as well as teach and expose children to literature, art, science, history, geography and much more as we "Explore God's Word and His World" at Saint Mark Preschool.

Screening and Assessment

Ages and Stages Questionnaire Parent Form for 3,4, and 5 year old students

Get Set for School

Readiness Assessment

Math and Numbers Assessment

Language and Literacy Assessment

Parent/Teacher Conferences

Fall

Spring

Notice of Availability of Licensing Notebook

- Saint Mark Preschool maintains a Licensing Notebook which contains all of the inspection and special investigation reports and related corrective action plans for the past 5 years.
- It is available in the church/preschool office during regular business hours.
- Reports are also available at www.michigan.gov/michildcare.

Special Needs Plan

The ADA states that child care centers cannot discriminate based on disability nor can they exclude a child with disabilities if reasonable accommodations can be made. Saint Mark Lutheran Preschool not only supports this requirement, but is committed to providing care and education for children with special needs.

Purpose:

The purpose of this plan is to ensure that Saint Mark Lutheran Preschool will: provide care and education; ensure a safe, secure, and loving environment; give opportunities to play and learn; provide activities that allow children to be successful; and give support to families. Saint Mark Lutheran Preschool desires to help all children, staff, and families learn to respect the differences and uniqueness that God has created in each person and to develop compassion for and the skills to help those with special needs in appropriate ways.

Tools and Resources:

Saint Mark Lutheran Preschool maintains a relationship with our local Early Childhood Center through Kentwood Public Schools. The team of specialists, when a parental request is made, will observe a child and recommend any services they deem necessary. The preschool works closely with the specialists and the family to help with follow through and to support the needs of the child in the school environment. The preschool also maintains a list of private therapy services for parents to access.

In addition, the preschool welcomes visiting therapists or special aides in the classroom. Medical care helpers may attend preschool with a child that needs constant monitoring.

Often it is the preschool teacher who first notices a need for outside help. It is through private conferences with the family that these needs are compassionately shared. Documentation of behaviors are kept for a period of time, those observations are reviewed by staff, consultation with a specialist may occur, finally a parent conference is scheduled. At a conference both parents and teachers share observations and consult together on next steps. The preschool will provide resources at this time. Whatever the outcome of the child's report, the preschool will take the necessary steps to follow up with the family and provide reasonable accommodations for the child.

Cultural Competence Plan

Saint Mark Preschool welcomes children and families of diverse cultural backgrounds. We understand that all children deserve and benefit greatly from an early childhood education that recognizes the impact of diversity in culture, ethnicity, family and community has on each child's development.

Purpose:

Saint Mark Lutheran Preschool will intentionally display a willingness to accept and respect cultural differences in the families it serves. The preschool will provide training to help families and staff understand, communicate with, and effectively interact with different cultures to create a sense of belonging .

Tools and Resources:

Understanding culture begins with understanding your own personal culture and that all families have their own culture. Saint Mark Lutheran Preschool believes the best resource for learning about a family's culture is the family. Interviewing and listening to the family's traditions, beliefs, and world view will provide the information needed to be sensitive, respectful, and informed. Initial visits and interviews with families provide insight into their backgrounds, families, work and home life. Parent/teacher conferences expand on that through conversation. Interpreters are welcome at all times.

Each child at the preschool will be given an opportunity to share an "All About Me" poster. Children will share pictures of their family and home, favorite foods, books and friends. Families are encouraged to work on the poster together with their child and help the child share what is special about their family.

The preschool classroom will also reflect cultures from around the world through books, posters, songs, and teaching units. Children are encouraged to wear clothing that reflects their culture for special days at school. Parents are encouraged to participate in the classroom, as well as the many activities provided families.

Listening, learning, and caring about each family and their culture creates a preschool where all feel welcome and children feel that they belong. They know, Saint Mark Lutheran Preschool is "their" school.

Health Plan

Purpose:

To provide a healthy environment to ensure the wellbeing of children and staff physically, emotionally, socially, and spiritually.

Tools and Resources:

The Saint Mark Lutheran Preschool Parent Handbook makes clear the policies for both staff and children concerning illness, exclusion from class and when they are allowed to return. Children must also submit a health form from their physician and updated immunization records each year. This form is mailed in the yearly welcome packet. The preschool also facilitates vision and hearing screening each year through Kent County Health Department.

The parent bulletin board posts recommended immunization schedules, growth and development information, and the local Health Department services and contact information.

Various guest speakers are also invited to the classroom to cover areas of health and safety. Gold Fish Swim School for water safety, Kentwood Fire Department for fire safety, animal trainers to teach children how to behave around pets, nurses for hand washing, and hygienists for dental health.

Daily conversations with parents allow both the staff and families to share needs and concerns about the social, emotional and spiritual health of their child.

Saint Mark Lutheran Preschool

3 Year-Old Daily Schedule

	Tuesday	Thursday
8:55 a.m. - 9:15 a.m.	Arrival Time (“Play With Purpose” and “Clean-Up” in Bridge Room)	Arrival Time (“Play With Purpose” and “Clean-Up” in Bridge Room)
9:15 a.m. - 9:30 a.m.	Opening (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations)	Opening (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations)
9:30 a.m. - 9:40 a.m.	Exploring God’s Word (Bible Story, Bible Songs, Brain Break)	Exploring God’s Word (Bible Story, Bible Songs, Brain Break)
9:40 a.m. - 10:00 a.m.	Circle Time (Weekly concepts taught using various methods, Mail, Story)	Circle Time (Weekly concepts taught using various methods, Mail, Story)
10:00 a.m. - 10:30 a.m.	Snack Time (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)	Snack Time (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)
10:30 a.m. - 10:50 a.m.	Gym or Outdoor Play	Gym or Outdoor Play
10:50 a.m. - 11:30 a.m.	Center Time (Teacher or assistant teacher directed activities focused on the weekly concepts with free play opportunities)	Center Time (Teacher or assistant teacher directed activities focused on the weekly concepts with free play opportunities)
11:30 a.m.	Closing (Good-Bye Prayer Song)	Closing (Good-Bye Prayer Song)

Special Events will be scheduled throughout the school year.

This schedule will be adjusted as needed due to the Coronavirus.
When it is safe to do so, classes will return to the published schedule.

Saint Mark Lutheran Preschool

4 Year-Old A.M. Daily Schedule

	Monday	Wednesday	Friday
8:15 a.m. - 8:45 a.m.	Enrichment Activities (“Play With Purpose” and “Clean-Up” in Bridge Room)	Enrichment Activities (“Play With Purpose” and “Clean-Up” in Bridge Room)	Enrichment Activities (“Play With Purpose” and “Clean-Up” in Bridge Room)
8:45 a.m. - 9:05 a.m.	Opening (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations)	Opening (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations)	Opening (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations)
9:05 a.m. - 9:20 a.m.	Exploring God’s Word (Bible Story, Bible Songs, Brain Break)	Exploring God’s Word (Bible Story, Bible Songs, Brain Break)	Exploring God’s Word (Bible Story, Bible Songs, Brain Break)
9:20 a.m. - 9:45 a.m.	Circle Time (Weekly concepts taught using various methods, Mail, Story)	Circle Time (Weekly concepts taught using various methods, Mail, Story)	Circle Time (Weekly concepts taught using various methods, Mail, Story)
9:45 a.m. - 10:15 a.m.	Snack Time (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)	Snack Time (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)	Snack Time (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)
10:15 a.m. - 10:35 a.m.	Gym or Outside Play	Gym or Outside Play	Gym or Outside Play
10:35 a.m. - 11:00 a.m.	Center Time (Teacher directed activities focused on the weekly concepts with free play opportunities)	Center Time (Teacher directed activities focused on the weekly concepts with free play opportunities)	Center Time (Sci-Fri) (Teacher directed science activities and experiments with free play opportunities)
11:00 a.m. - 11:30 a.m.	Center Time	Specials (Chapel, Art, Music, or Library)	Center Time (Sci-Fri)
11:30 a.m.	Closing (Good-Bye Prayer Song)	Closing (Good-Bye Prayer Song)	Closing (Good-Bye Prayer Song)

Special Events will be scheduled throughout the school year.

This schedule will be adjusted as needed due to the Coronavirus.
When it is safe to do so, classes will return to the published schedule.

Saint Mark Lutheran Preschool

4 Year-Old P.M. Daily Schedule

	Monday	Wednesday	Friday
12:15 p.m. - 12:30 p.m.	Enrichment Activities (“Play With Purpose” and “Clean-Up” Bridge Room)	Enrichment Activities (“Play With Purpose” and “Clean-Up” Bridge Room)	Enrichment Activities (“Play With Purpose” and “Clean-Up” Bridge Room)
12:30 p.m. - 12:45 p.m.	Opening (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations)	Opening (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations)	Opening (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations)
12:45 p.m. - 1:00 p.m.	Exploring God’s Word (Bible Story, Bible Songs, Brain Break)	Exploring God’s Word (Bible Story, Bible Songs, Brain Break)	Exploring God’s Word (Bible Story, Bible Songs, Brain Break)
1:00 p.m. - 1:25 p.m.	Circle Time (Weekly concepts taught using various methods, Mail, Story)	Circle Time (Weekly concepts taught using various methods, Mail, Story)	Circle Time (Weekly concepts taught using various methods, Mail, Story)
1:25 p.m. - 2:05p.m.	Center Time (Teacher directed activities focused on the weekly concepts with free play opportunities)	Center Time (Teacher directed activities focused on the weekly concepts with free play opportunities)	Center Time (Teacher directed activities focused on the weekly concepts with free play opportunities)
2:05 p.m. - 2:30 p.m.	Snack Time (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)	Snack Time (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)	Snack Time (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)
2:30 p.m. - 2:5 p.m.	Gym or Outside Play	Gym or Outside Play	Gym or Outside Play
2:50 p.m. - 3:15 p.m.	Center Time (Teacher directed activities focused on the weekly concepts with free play opportunities)	Specials (Library, Chapel, Music, or Art)	Center Time (Sci-Fri) (Teacher directed science activities and experiments with free play opportunities)
3:15 p.m.	Closing (Good-Bye Prayer Song)	Closing (Good-Bye Prayer Song)	Closing (Good-Bye Prayer Song)

Special Events will be scheduled throughout the school year.



This schedule will be adjusted as needed due to the Coronavirus.
When it is safe to do so, classes will return to the published schedule.

Bridge Kids Daily Schedule

4 Year-Old Extended Day P.M. Schedule

	Monday	Wednesday	Friday
8:15-8:45	Enrichment Activities ("Play With Purpose" and "Clean-Up" in Bridge Room)	Enrichment Activities ("Play With Purpose" and "Clean-Up" in Bridge Room)	Enrichment Activities ("Play With Purpose" and "Clean-Up" in Bridge Room)
8:45-9:10	Opening (Welcome Song, Calendar, Helpers, Flags, Weather, Mail)	Opening (Welcome Song, Calendar, Helpers, Flags, Weather, Mail)	Opening (Welcome Song, Calendar, Helpers, Flags, Weather, Mail)
9:10-9:30	Exploring God's Word (Bible Story, Bible Songs, Prayer)	Exploring God's Word (Bible Story, Bible Songs, Prayer) 1/month Art-9:10-9:55	Exploring God's Word (Bible Story, Bible Songs, Prayer)
9:30-9:55	Math	Math	Math
9:55- 10:15	Snack Time	Snack Time	Snack Time
10:15-10:40	Recess	Recess	Recess
10:40-11:05	Handwriting	Handwriting	Handwriting
11:05-11:15	Brain Break	Brain Break	Brain Break
11:15-11:30	Literacy 1/month Music-11-11:30	Literacy 1/month Chapel, Library 11-11:30	Literacy
11:30-12:15	Lunch	Lunch	Lunch
12:15-12:40	Outside Recess	Outside Recess	Outside Recess
12:40-1:25	Quiet Time	Quiet Time	Quiet Time
1:25-1:30	Story Time	Story Time	Story Time
1:30-2:40	Centers/Small Group & Individual Instruction	Centers/Small Group & Individual Instruction	Sci-Fri
2:40-2:55	Flex Time	Flex Time	Flex Time
2:55-3:10	Guest Reader	Guest Reader	Guest Reader
3:10-3:15	Closing/Dismissal	Closing/Dismissal	Closing/Dismissal

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