



ST. JOHN

LUTHERAN CHURCH & SCHOOL

206 Plum Road
Wrightstown, WI 54180

Family Handbook
Early Childhood

2026-2027

Board of Education approved - August 2026

Early Childhood Program (Preschool & Prek)

WHO WE ARE

MISSION STATEMENT

St. John Lutheran School strives to IGNITE the love of learning, by offering Christ-centered academics, INFUSE Christ and His word that He may strengthen heart, soul and mind, and INSPIRE tomorrow's leaders to go out with the Gospel and meet the challenges of this world, while readying themselves for eternity.

EARLY CHILDHOOD PROGRAM PHILOSOPHY

St John Lutheran Early Childhood will strive to provide opportunities to help children:

1. Develop spiritually by daily hearing and applying God's Word as it is taught in its truth and purity.
2. Develop intellectually by creating a Christian environment to provide age-appropriate activities in basic language arts, communication skills, science, reading, and math readiness that is in line with Wisconsin Model Early Learning Standards.
3. Develop physically through opportunities to use their large and small motor skills and abilities.
4. Develop socially through opportunities which are based upon Christ-Centered, God-pleasing principles of love and concern for each other's safety and well-being
5. Develop emotionally by creating a Christian atmosphere in which each child knows that he or she is valuable and loved as a redeemed child of God.

GOVERNANCE AND AFFILIATION

St. John Lutheran Early Childhood, a part of St. John Lutheran School, is operated by St. John Evangelical Lutheran Church. The congregation's Board of Christian Education supervises and sets policy for the school. These policies are overseen by the school administrator.

St. John Ev. Lutheran Church is affiliated with an international church body, the Wisconsin Evangelical Lutheran Synod (WELS). With the WELS are 345 elementary schools with 1,900 teachers and 26,000 students. In addition, there are 396 early childhood ministries serving over 9,300 young children.

NONDISCRIMINATION POLICY

St. John Lutheran Early Childhood admits students of any race, color, national, and ethnic background. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any school-administered programs.

ADMISSIONS

ENTRY REQUIREMENTS

The Early Childhood department is made up of two programs, Preschool and Prekindergarten. Our preschool program is intended for children who are two years away from entering Kindergarten, while PreK is intended for children who are one year away from entering Kindergarten. It is strongly recommended that children entering preschool are 3 years old by Sept 1st, and children entering PreK are 4 years old by September 1st. Special consideration will be made by the school administrator, and based upon request from the parent(s), if seeking enrollment prior to a child turning 3 years old by September 1st for preschool, or 4 years old by September 1st for Prek. Enrollment in either program **REQUIRES** that a child is **potty trained***.

***Potty trained** - A child is considered potty trained when they can do the following:

1. Verbally communicate to their teacher or staff that they need to use the bathroom.
2. Use the bathroom on their own (place their clothes in the correct position to use the toilet, and sit on the seat correctly)
3. Able to wipe and clean up after themselves.

While we understand that a bathroom accident can happen, there is policy in place for those children who have regularly occurring accidents:

1. Parents will be notified via phone, email, or Remind app when an accident has taken place.
2. 2 accidents in a month will start a bathroom plan. This plan will highlight when the child was asked to use the bathroom, or actually used it. Additional accidents in the same month may lead to the child needing to remain home for a period of time. This period of time will be determined by the administrator. A second consecutive month of 2 bathroom accidents, will warrant a period of time for the child to remain home to work on potty related habits.
3. The period of removal time may be up to 5 school days.
4. If a child is placed on a period of removal for a second time, enrollment status will be reconsidered. The administrator will have final discretion on enrollment being rescinded.

ENROLLMENT PROCEDURES

1. Email the school administrator with interest in enrollment in the Preschool or Prek programs.
2. The school administrator will provide prompt reply with acknowledgement of receiving the email of interest, as well as schedule a campus visit for the prospective family.
3. A campus visit will take place, where parents will meet the administrator in person as well as meet with the teachers for the respective program of interest. (generally this appointment takes @ 1 hour)
4. If parents are looking to continue the enrollment process, a child visit will be scheduled, allowing for the teacher to get better acclimated with the child. This classroom visit will be directly scheduled with the classroom teacher.
5. Enrollment will be complete, when all documents have been submitted, and the school has confirmed acceptance into one of the Early Childhood programs.

EARLY CHILDHOOD PROGRAM GOALS

Religion

Display general knowledge of major bible stories
Show love and kindness to others, reflecting God's love

Literacy:

Recognize and begin to write upper and lowercase letters
Understand basic phonics to begin to sound out words
Sequence items and stories

Mathematics:

Count by ones and tens
Recognize numbers
Complete patterns
Sort objects by different characteristics

Motor Skills:

Draw basic shapes
Write letters and numbers with increasing control
Cut out simple shapes with scissors

Social and Emotional:

Express feelings and needs verbally
Practice solving small problems with guidance
Take care of personal belongings
Shares and works well with classmates
Progressively increases focus on task at hand

Our daily program will provide young children with experiences that will help develop their spiritual, cognitive, social, emotional, and physical development. The following is a brief description of our program:

Religion: Our desire is for children to express a simple, deep faith in Jesus as their Savior. Bible stories, prayers, and songs will be taught and reinforced throughout the day so that children will learn spiritual truths and values. Law and Gospel will be the main focus of any discipline issue that arises. Because it is our desire that parents know what we are teaching the children, parents are sincerely invited to attend a brief (approximately four hour) Bible Information Course conducted by our pastor.

Play: Play is an important tool in learning at this young age. When playing together, children extend each other's experiences, practice social give-and-take, learn cause and effect, and experience emotional growth. Several learning centers are set up in each classroom so that children can experiment with a variety of learning activities and social situations. We ask that additional toys are not brought from home, as many toys will be available and are geared towards a variety of learning aspects.

Art: Art activities are used to develop creativity, self-expression, knowledge of color and texture, fine muscle coordination and an appreciation for God-given abilities. Activities include cutting, pasting, coloring, stamping, painting, printing, tracing, and working with play-dough.

Mathematics: Early math skills addressed include number recognition, one-to-one counting, sorting, colors, patterning, and understanding of size and shape, through a hands-on approach.

Language: Language develops quickly during the preschool years. Students will be encouraged in letter recognition, phonics, beginning reading, and writing as they show developmental ability. A love of books, self-expression, and speaking and listening skills will also be addressed.

Music: Music is an international language that appeals to children of all ages. Participation in songs, rhythm activities, experiencing instruments, and moving to music is not only a joy, but contributes to the development of coordination and listening skills.

Physical Development: Activities throughout the day will provide opportunities for both large motor (running, balancing, jumping, skipping, ect) and small motor (writing, cutting, manipulating small toys or playdough, ect.) play.

Social Emotional Learning: Children learn to appreciate God's diverse world, celebrating cultures, practicing kindness, empathy, and respect. Children will also learn how to calm stress, make friends, practice manners, and grow in their social interactions with their peers.

Technology: Age-appropriate, development-focused computer games and technology may be available on a limited basis. While early exposure to technology functions is helpful for students, social interactions and physical play is more important for this age group. Digital learning tools are used for special events or to reinforce a teaching topic, rather than regular, daily routines.

Field Trips: Multiple field trips will be taken during the school year. We ask that parents give thought to volunteering as a chaperone. If drivers are needed, they will need to certify that they carry liability insurance on their vehicle. In most instances a bus will be taken as transportation for field trips.

GENERAL INFORMATION

PROGRAM HOURS

Half-day, full-day, and extended care program options are available for both Preschool and Prek students. Half-days begin at 8:00 am and conclude at 11:30 am. Full school days begin at 8:00 am and conclude at 2:55 pm. Parents can drop students off fifteen minutes early or pick students up by 3:00 with no extra charge. Extended Care programming is available from 7am-7:45am and from 3pm-5pm. Children may attend three, four, or five days a week. Based upon space availability, parents are able to customize their child's schedule with a minimum of 3 half days. Once weekly schedules have been submitted, they can not be changed without school administrator approval.

SCHOOL YEAR

The Early Childhood program follows the same school year schedule as the elementary school. A printed calendar will be given to each family when enrollment has been approved. Parents are encouraged to remember that our school start time is 8am. Families will be billed for all scheduled days, but are not responsible for Christmas break, or Spring Break.

BEHAVIORAL GUIDANCE

Teachers will seek to model and encourage Christian behavior. Children who have difficulty working with those around them will be supported in a variety of ways. Positive reinforcement will be used to avoid inappropriate behaviors. Redirection, logical consequences, and breaks are among the techniques that may be used when positive reinforcement is ineffective. At no time will children be subject to physical, emotional, or verbal abuse. Children will not be restrained physically unless they present a threat to themselves or others. Parents will be informed of any significant or ongoing behavioral concerns so that we can partner together in guiding the child's development.

SNACK & MEAL TIMES

All students will have one snack during the morning. Children who attend extended programming in the afternoon will need an additional snack. Parents are asked to send the appropriate number of snacks to school with their child. Parents may make arrangements with the teacher to bring a special treat for their child's birthday. Please inform the teacher if your child has any food allergies. Children will wash their hands after using the bathroom and before partaking in snack or lunch. Tables are wiped down and sanitized after eating and at the end of the day.

REST TIMES

Rest times/Quiet times are scheduled every afternoon. Students who do not fall asleep will be allowed to do quiet activities such as looking at books, doing puzzles, coloring, etc. Rest items for a child may include the following: sleeping bag, mat, pillow, and a blanket. Rest items will be sent home to be washed at the end of every week, if a child is sick, or if a child has an accident during rest time. Please send all rest items back on your child's next day of school.

CLOTHING

Your child will be most comfortable in play clothes. Our outdoor playground consists of wood chips so it is recommended that children come to school in closed toed shoes or have a pair available to them in their backpack. Since the children often sit and play on the floor, it is strongly recommended for girls to wear leggings or tights under dresses. Please dress your child adequately for outdoor play during all seasons of the year. Since we encourage independence, be sure all outer clothing is easy to put on and take off. An extra set of clothes should be kept at school in case of an accident or spills. Update spare clothes throughout the year so it is seasonally appropriate and the correct size for your growing child.

PROGRESS REPORTS

A written assessment of your child's progress will be given during the first and third quarter parent-teacher conferences. Additional conferences may be scheduled with your child's teacher at any time.

PLANNING FOR SUCCESS IN SCHOOL

Parents continue to be the most important single factor in determining a child's success in school. There is no substitute for a strong family life. Some of the ways you can help your child are listed below.

1. Assure that your child gets enough rest, exercise, and proper nutrition.
2. Read stories to your child every day. After the reading, discuss the pictures and the story. Point out familiar letters and words. Include a good dose of old fashioned nursery rhymes, such as a Mother Goose collection.
3. Regularly visit the library, take a field trip, and talk about discoveries as you walk down the street. All such activities broaden your child's understanding and arouse curiosity.
4. Make pencil and paper available for writing and art.
5. Build social and emotional competence. Encourage play with other children. Arrange for your child to stay for a reasonable period of time with adults outside the family. Do not then slip away from your child. Instead, say a clear good-bye, and tell him/her when you will return. Practice give and take, taking turns, empathy, and sharing.
6. Encourage independence in routines. Allow your child to dress him/herself, perform toiletries, brush teeth, set the table, open containers and food items they need, and complete other daily tasks. When help is needed, do one step and then let the child continue.
7. To encourage language development, converse frequently with your child in standard English (refrain from baby talk). Following each preschool session, encourage your child to share what was done at school. Be an attentive listener.
8. Above all, pray for your child, attend church and Sunday school together, enjoy family devotions, and sing spiritual songs and hymns. Let Jesus be part of your daily conversation.

A child's development cannot be taught and it cannot be rushed, but parents are influential in supporting readiness.

HEALTH POLICY

STATE HEALTH REQUIREMENTS

State law requires all school students to present evidence of immunizations against certain diseases within thirty days of admission. The only exception is a written and signed copy, by a parent or guardian, of an exemption form provided to St. John prior to the first day of attendance. A health form is available from the school. Immunization requirements for early childhood are as follows:

DPT/DT	MMR	Varicella
Polio	Hepatitis B	

SCHOOL REQUIREMENTS

INSURANCE

Parents are responsible for providing health insurance for their child. Report any injuries acquired during school or school-sponsored activity to your teacher, administrator, coach, or athletic director.

HEALTH DEPARTMENT

The Brown County Public Health Department annually provides vision and hearing screening for selected grades. Parents will be notified if there are any problems. The Health Department occasionally provides other services, such as immunization clinics, which will be communicated to the parents at that time. You must notify S.J.L.S and the Health Department if your child develops a communicable disease.

IMMUNIZATION

State law requires certain immunizations upon entering an elementary school in Wisconsin. Certification of these requirements must be on file in the school. Requirements may be waived only if a properly signed exemption is filed with the school. Failure to comply with state law may result in exclusion from the classroom. The school is required to submit immunization records for use by the District Attorney, who in turn enforces the state statutes.

HEALTH ISSUES

Normal first aid procedures will be applied if a child gets injured or becomes ill during the school day. Parents will be contacted and required to pick the child if the injury or illness warrants it. If parents are not available, the party listed on the Student Profile form as the Emergency Contact person will be notified. Include special health concerns such as asthma, allergies, diabetes, etc. on the Student Profile. In extreme emergencies, emergency services will be called.

ILLNESS AT HOME

Sometimes it is difficult making decisions whether or not to send your child to school if he/she is not feeling well. It is also important to minimize the spread of illness in our school. Children need to remain home, if presenting any of the following scenarios, unless school is provided documentation by medical professionals:

1. Sore throat **with** fever or swollen glands.
2. 24 hours of being on antibiotic treatment.
3. Swollen red eyes that itch and are draining pus.
4. Temperature of 100 degrees or more. Children need to be fever free for 24 hours before returning to school.
5. Until treated for head lice and all live lice are no longer present
6. Vomiting – 2 or more times in 24 hours.
7. Diarrhea – 2 or more times in 24 hours.
8. Moist, productive cough, chest congestion, or discolored nasal discharge
9. Unusual rash or rash associated with fever.

Allergies:

School personnel must be made aware of any student allergies through appropriate forms.

MEDICATION ADMINISTRATION POLICY

Medications should be administered by parents/legal guardians before or after school hours. If it is necessary to have medication administered to your child at school, proper protocol must be followed as mandated by state law.

PRESCRIPTION MEDICINE

The School must have a completed Permission to Administer Form on file with a practitioner's signature and a parent/guardian signature. This form should be renewed yearly for ongoing medication and a new form completed for any new medicines. Any change in dosage must be verified by a newly updated Permission to Administer Form.

All medications must be kept in school possession rather than left in student backpacks or their lunch boxes. They will be administered by the teacher, school administrator, or the student themselves if old enough.

Medication must be supplied in a pharmacy-labeled container indicating the correct dosage, student name, and administration instructions.



NON-PRESCRIPTION MEDICINE

1. The School must have a completed Parent/Guardian Permission to Administer Form on file with a parent/guardian signature.
2. Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended dose for the student's age or weight on the label.
3. All medication must be supplied by the parent and must have the child's name affixed to the container.
4. Any non-prescription medication intended for long term use on a daily basis must be accompanied by a Permission to Administer Form with a practitioner's signature.
5. Parents may elect to sign a blanket permission form to allow trained personnel to distribute an appropriate-sized dose of Acetaminophen or Ibuprofen at their student's request during the day for headaches, muscle aches, menstrual cramps, etc.

FOOD SUPPLEMENTS

1. For safety and protection of students, food supplements and natural products will not be given in the school setting.
2. Exceptions are made if FDA-approved (follow Non-prescription Medication guidelines above) or prescribed by a practitioner (follow Prescription Medication guidelines above).

SELF-ADMINISTERED MEDICINE

1. Responsible students (as determined by parents/guardian and administrator) with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms.
2. Responsible students (as determined by parents/guardian and administrator) with diabetes may possess and self-administer a blood test and/or insulin.

EPI-PEN

Students who may need access to an epinephrine auto-injector should have a valid form on file in the office along with an Epi-Pen. The school does not provide Epi-pens.

CRISIS MANAGEMENT POLICY

In the event that any incident were to occur which threatens the safety of students and staff and which demands an immediate response to prevent future trauma or other serious problems, the school administration has a “Crisis Management Plan.” This plan focuses on the following areas:

- Lockout Procedures
- Lockdown Procedures
- Intruder/Active Shooter Procedures
- Bomb Threats
- General Evacuation Procedures

The plan includes all emergency contact numbers, emergency alerts and the steps to follow, medical situations and locations of first aid supplies, and staff training.