

WELCOME TO ST MARK PRESCHOOL

MISSION STATEMENT

We believe that each child is a unique gift of God with individual needs, personalities and abilities. Children of all creeds are readily accepted. We try to instill a positive and healthy self-image in each child through the love and care of the staff members and our program. We strive to use and adapt our program to fit the child as an individual while maintaining a loving and positive Christian atmosphere. We hold the deepest respect for every child regardless of ethnic origin, color, race, or gender.

EDUCATIONAL PHILOSOPHY

- ~ A growing relationship with Jesus Christ by modeling, teaching, and practicing age-appropriate components of spiritual development.
- ~ Loving, nurturing interactions between Christian educators, children and their families.
- ~ Inclusive, anti-bias curriculum and policies that reflect the diversity of children and families in our community (and the world around us).
- ~ A commitment to exceeding the standards, goals and practices of Early Childhood Center Certification of the Evangelical Lutheran Education Association (ELCA) and State of Alaska Licensing Regulations.
- ~ Continuing staff growth and development in faith, understanding of how children learn, grow and develop, and ways to support parents to the fullest.

If you should have any questions, cares or concerns please bring them to the attention of the Administrator.

Administrator's home e-mail: cmc@acsalaska.net
Preschool phone: 274-8041 Fax: 258-9395

Tax ID number is 92-0035618

St Mark Lutheran Church invites you to join in worship services each Sunday.
Services are 8:30 am. and 11:00 am
Sunday School is at 9:45 am

CLASS SESSION

4 and 5 year olds

'A' Class - Monday / Wednesday / Friday - 9:00 am to 11:30 am

'B' Class - Monday / Wednesday / Friday - 12:30 pm to 3:00 pm

3 year olds

'C' Class - Tuesday / Thursday - 9:00 am to 11:30 am

TUITION AND FEES

	'A' Class	'B' Class	'C' Class
Registration Fee (Non-refundable)	\$75.00	\$75.00	\$75.00
Monthly Tuition	\$165.00	\$165.00	\$135.00

~ Active members of St Mark Lutheran Church will receive a 10% discount on each child enrolled.

~ Families, who are not members of St Mark Lutheran Church, with more than one child enrolled (siblings) will receive a 10% discount on monthly tuition costs for the second child.

Tuition is due the 1st of each month. Unless special arrangements are made, a \$25 late fee will be charged after the 15th. Full tuition is paid regardless of the number of days your child attends. It is not subject to adjustment due to illness, vacation or absence. Tuition payments are non-refundable.

NSF checks cause many problems for both the church and preschool. If it happens more than once, we will ask that all remaining tuition payments be made in cash or with a money order.

SCHOLARSHIPS

Two (2) scholarships will be available. You may submit a request in writing to the Administrator. The requests will be brought to St. Mark Church Council for consideration in late September. (You will be responsible for September tuition, even if your scholarship is granted.)

ENROLLMENT REQUIREMENTS

1. Registration form/tuition agreement
2. Current shot records *Shot records may be faxed: 258-9395*
3. Registration fee

Children must be able to use the toilet facilities independently or with minimal assistance. We cannot accept children in diapers and we do not toilet train.

DAYS OF OPERATION

The preschool year follows the Anchorage School District calendar as close as we are able. We are closed on Federal holidays, for 2 weeks at Christmas, a week at spring break and Good Friday. Preschool begins on the day following Labor Day and closes on the Wednesday prior to Memorial Day weekend.

SNOW DAYS

We will follow the Anchorage School District decision on snow days. You may call the preschool, but if there is no answer after 8:00 am, you should assume preschool is closed.

ARRIVAL AND DEPARTURE

Please do not bring your child sooner than 5 minutes before the session begins. Be sure to sign in and out each day. If you cannot pick up your child, he/she will be released only to the people listed on the registration form. *If you are more than 15 minutes late picking up your child, you will be charged an extra \$25.00 for that day.*

SNACKS

Parents provide snacks for the class. Please supply healthy foods such as cheese, crackers, muffins, vegetables or fruit and juice or milk. Precut all fruits and vegetables and bring them in a container ready to be served. Keep in mind choking hazards. Snack is designed for the children to serve themselves from a platter or bowl. *Please avoid individually packaged items.* If your child has allergies, you are welcome to provide a snack supply to be kept at preschool.

ADULT COMMUNICATION

Each child has a file where any communications will be placed. Book orders, newsletters, accident reports, receipts, and special communications will be found there. Check it daily please.

ACCIDENT AND INCIDENT REPORTS

If your child is involved in an accident or incident, a report will be written describing the injury, the situation of the incident and what care was given. Please read, sign and return to a teacher. If you want a copy, we will be glad to make one for you.

VOLUNTEER OPPORTUNITIES

Preschool has an executive council that helps the Administrator in making important decisions. Members of the council are the administrator, church council liaison, pastor, preschool staff, one member of St Mark congregation, and three preschool parents. This is an excellent way to have a voice in the functions of preschool.

During the year we have fundraisers. Because we are a non-profit organization, fundraisers are an excellent way for us to purchase new furnishings, equipment and materials.

We collect UPCs from Campbell's and Pepperidge Farm products. In this way, we can earn some wonderful materials for the classroom at no cost. Please save these UPCs and ask your friends and neighbors to save them as well.

From time to time, we need parent helpers in the classroom. If you are willing and available, please let the teachers know. We also need substitute teachers occasionally. This a paid position. If you would be interested, speak with the administrator.

PERFORMANCES

Christmas Play

There will be opportunities for your child to perform. The first will come at Christmas when we present a Christmas play. At that time, please let us know if you are scheduling a trip. A lot of effort goes into practice of the play and we will need a commitment from parents that children will attend unless ill.

Graduation

In May we have graduation for the children going on to kindergarten. This is a very important and fun event for everyone involved. Friends and relatives are invited to attend.

EXPULSION OF A CHILD

If a child displays violence in which another child or teacher is hurt, an Incident Report will be written for each offense. A parent conference may be requested. If, after a conference and behavior modification is applied, the child shows no apparent improvement and is considered a danger to other children, he/she will be removed from the program. Neglect of tuition payment will also result in a child being removed.

St Mark Preschool follows the policy of St Mark Lutheran Church concerning complaints of sexual exploitation and harassment. Copy available upon request.

EMERGENCY PROCEDURES

Relocation

We practice fire drills and earthquake drills through out the year. In case of an emergency that requires us to leave the building, we will relocate to Lake Otis Elementary School, across the street. Telephone number for Lake Otis Elementary is 277-3536.

Fire/Earthquake procedure

In the event of a fire or earthquake, we want to provide the best care and safety possible while waiting for parents who may be delayed. Therefore we ask you to prepare an Emergency Bag. This bag needs to include:

- * A recent picture of your child
- * Full name of child and address
- * Names, address, telephone number of parents
- * Names and numbers of persons who could take responsibility for your child if you are not able to
- * Names of persons NOT allowed to take your child
- * Names and numbers of contact persons in the lower 48 who could take responsibility for your child
- * A survival blanket - may be purchased at any store selling camping supplies
- * Two-day food supply: non-perishable foods such as crackers with peanut butter or cheese, peanuts, health food bar, fruit by the foot, pop tarts, or trail mix. No candy please - candy makes a person hungry, adds no nutrition, and may aggravate mood swings in a stressful situation.

Supplies must fit into a 2 gallon zip-lock bag. This may be stored where there is no heat. Do NOT pack juice boxes or pouches. We have a stored water supply. Write your child's name in LARGE letters on the outside of the bag.

ATTIRE

Please send your child in clothing appropriate for play. We make every effort to keep the children clean, but we work with messy projects and accidents do happen. Your child should have a backpack containing a complete change of clothing. Please be sure to have shoes at preschool during boot season. Our playground is gravel. Sandals may not be comfortable because they allow stones to get inside. ***Flip-flops are not appropriate footwear for preschool at any time.***

We do not have regular outside play time due to the nature of our program. However, in case we do go outside, please be prepared with jacket, socks, and boots when necessary. We do not take children outdoors if the temperature is below 20 degrees. During the winter, we will give you advance notice of a scheduled outdoor play day.

Each child has a cubby. It is small and will accommodate a pair of shoes or slippers that can be kept at pre-school. There is a hook with your child's name on it where backpacks, coats and boots are to be kept. Be sure to remove them daily as the hooks are shared with two other classes. Check your child's cubby daily for items to be taken home.

ILLNESS

If students become ill during class or run a fever above 99 degrees, parents will be called. If we are unable to contact a parent, we will call the emergency contact person listed on the registration form. If called, your child must be picked up. Some days you may question whether your child should attend. It is our feeling that if your child is feeling under the weather, the quality of learning will decrease. A positive experience is a priority for your child.

MEDICATION

Prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, name of prescribing physician and date. Please include any special instructions to operate any equipment to be used. *Non-prescription medications will not be administered.*

CURRICULUM CONTENT

Free Choice

The day begins with free choice. During this time, the children may select from a variety of materials and centers. A wealth of social skills and self-expression are developed during this time. One side of the room offers cooperative play with blocks and domestic areas. The other side of the room is arranged for solitary work with table toys, manipulatives and puzzles. The painting easel and sensory tub are always available.

Circle

Circle time is when the children learn songs and finger plays, numbers, language and sharing. They develop listening skills and are introduced to the topic of the day and the letter of the week.

Chapel

We attend a weekly chapel service with the pastor of St Mark Church. This involves a lot of singing and a lesson from the Bible.

Music

We have a special music teacher who introduces basic music theory and teaches rhythm and songs to the 4 and 5 yr olds. She comes for half an hour every week.

Snack Time

Parents provide snacks for the class. The children learn to serve themselves, pour their own drink and clean up after themselves. They set the tables with color matched placemats and dishes.

Writing

After the children have developed primary skills, we will move into writing. The goal is to have each child able to write his/her name correctly and form the lower case letters of the alphabet before going on to kindergarten.

Phonics

We begin "Letter of the Week" in the fall. Zoo Phonics is also introduced. We work toward having the children recognize the letters of the alphabet, know the sounds of the letters, understand the basics of word formation and begin to develop a sight word vocabulary.

STAFF QUALIFICATIONS

In accordance with State Licensing requirements and ELEA standards, staff of St Mark Preschool have met the following requirements: The Administrator holds a minimum of nine (9) college credits in the field of Early Childhood Development. St Mark prefers that teachers be a Child Development Associate (CDA), or hold at least an Associate Degree in Early Childhood Development or related field. All staff is required to fulfill yearly training requirements set by the State of Alaska.

~**Administrator/Teacher:** Carolyn Cope. Carolyn is married to Steve. She holds degrees in elementary education as well as in early childhood/child development. She has been teaching for over 30 years, more than 20 of those in a preschool setting. She and Steve have lived in Alaska since 1974.

~**Teacher:** Bonnie Sherwood. Bonnie is the mother of 2. She has over 25 years of teaching experience, including homeschooling her daughters. She has a degree in child development/early childhood with a special education emphasis and 2 years of Bible college. She and her family have lived in Alaska since 1989.

~**Music Teacher:** Kimberly Carlson. Kimberly, husband David and 4 children have lived in Alaska since 1995. All four children have attended St Mark preschool. She is a professional music teacher with over 30 years of experience.

~**Teacher Aide:** Cindy Hendrickson. Cindy is married to Erik and has lived in Alaska most of her life. She has over 20 years of experience in working with young children in childcare and preschool settings.