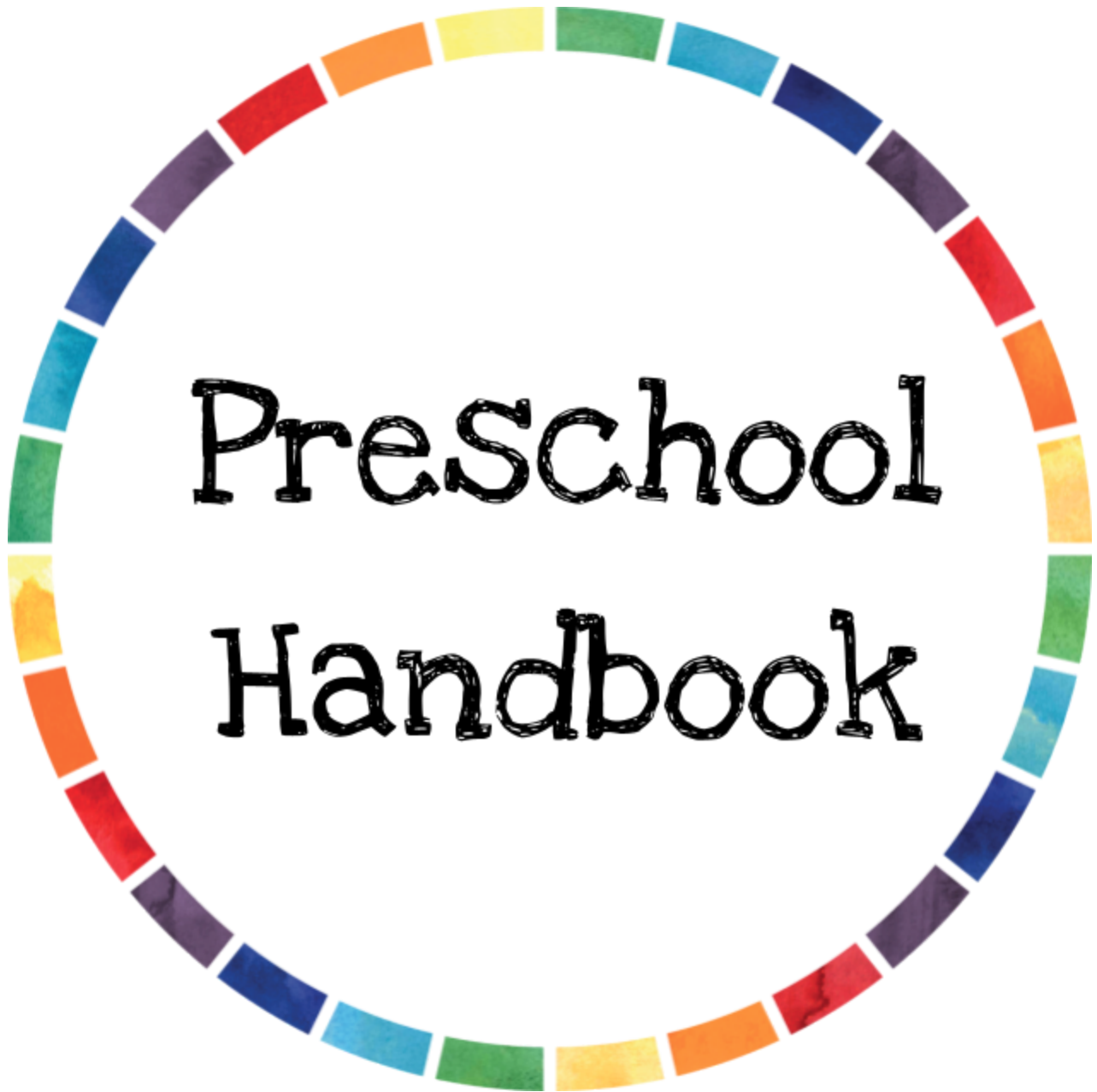




2022-2023

St. Paul's Lutheran



1201 Main St. Onalaska, WI 54650 · (608) 683-2552

"Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6



All policies and procedures stated in this handbook are to aid in the orderly functions of the school and to generate genuine Christian concern for the rights of others and their property. Information here will help the parents and students carry out their responsibilities in an orderly and efficient manner. May God bless all of our efforts as we carry out his command to "Feed His Lambs".

Program Overview	4
PHILOSOPHY	4
OUR MISSION	4
OBJECTIVES	4
CURRICULUM	5
Administrative Policies	5
ADMISSIONS	5
TUITION AND BILLING	6
FINANCIAL ASSISTANCE	6
WITHDRAWAL PROCEDURES	6
Schedule	7
HOURS OF OPERATION	7
3K Program	7
4K Program	7
PICK-UP	7
ADDITIONAL CHILD CARE	8
TRANSPORTATION	8
SCHOOL CLOSINGS AND DELAYS	9
SCHOOL YEAR CALENDAR	9
Nutrition	9
SNACKS	9
NOON LUNCHES	9
Activities and Events	10
REST TIME	10
FIELD TRIPS	11
BIRTHDAYS	11
Clothing and Shoes	11
CHILDREN’S CLOTHING	11
Parent’s Role and Participation	12
PARENTS ARE ENCOURAGED TO:	12
VISITING AND VOLUNTEERING	12
PROVIDING AND MAINTAINING SUPPLIES	13

PANTHER PARENTS	13
Parent/Teacher Communication	13
A PARTNERSHIP IN LEARNING	13
CHILD’S FOLDER	13
CONFERENCES AND MEETINGS	14
GRIEVANCE PROCEDURES	14
ABSENCE NOTIFICATION	14
Behavioral Management	15
BEHAVIOR GUIDANCE TECHNIQUES	15
DISCIPLINE POLICIES	16
PROHIBITED STAFF ACTION	17
Health and Wellness	17
ILLNESS	17
IMMUNIZATIONS	18
MEDICATION	18
Storage of Medication	19
Prescription Medication	19
Over the Counter Medication	19
Unused Medications	19
SCREENINGS	19
OTHER MEDICAL/HEALTH INJURIES AND INSURANCE	20
CONFIDENTIALITY	20
HYGIENE AND CLEANLINESS	20
POP POLICY	20
Security and Safety	20
STUDENT RELEASE POLICIES	20
SUPERVISION AND INJURY PREVENTION	21
MEDIA RELEASE	21
Emergency and Accident Policies	21
FIRST-AID AND MEDICAL CARE	21
DRILLS AND PREPAREDNESS	22
EMERGENCY SITUATIONS	22
NOTIFICATION AND REPORTING	23

Program Overview

PHILOSOPHY

Our passion is teaching our children about Jesus. God's Word is woven into every aspect of their learning so that the children not only ***gather together*** and get a great education, but also are connected to Christ and to Christian friends. In this setting, it is our prayer that the children ***grow*** spiritually and are motivated to ***serve*** Christ as the next generation of Christian leaders.

At St. Paul's Lutheran Preschool, we strive to assist parents in giving children a loving, Christian environment to help children with their development. Our preschool will work to meet the child's spiritual, physical, intellectual, emotional, and social needs in a developmentally and age-appropriate manner.

OUR MISSION

Following Jesus' command to "Go and make disciples of all nations," (Matthew 28:19), St. Paul's Lutheran School partners with parents and congregation to provide a Christ-centered education that equips students for life and eternity and reaches out to those in the community who do not know their Savior.

OBJECTIVES

At St. Paul's, we encourage and enable each child to become an engaged, enthusiastic, and well-rounded learner. Our approach utilizes both teacher and student-initiated activities to promote growth in many important areas of development: spiritual, physical, intellectual, social, and emotional.

- to learn of God's love for them
- to develop emotionally and gain independence
- to express age-appropriate emotional responses
- to develop fine and gross motor skills
- to develop problem solving skills
- to develop good hygiene habits
- to develop a respect for others
- to play and interact appropriately with others
- to develop skills toward academic readiness

CURRICULUM

Our curriculum gives students the opportunity to explore a wide range of subject matters and provides each child with age appropriate activities and learning experiences. We use a variety of materials and procedures to best meet the learning styles of each child of God.

The subject areas and activities we will focus on include the following:

<i>Daily Bible Lessons</i>	<i>Community Awareness</i>	<i>Fine & Gross Motor Skills</i>
<i>Science</i>	<i>Language Arts</i>	<i>Creative Arts</i>
<i>Memorization</i>	<i>Imaginary Play</i>	<i>Music and Movement</i>
<i>Math</i>	<i>Social Development</i>	<i>Physical Education</i>

We utilize many activities and exercises from multiple programs:

[Dear Christian Friend](#)

[Happily Ever After](#)

[Handwriting Without Tears](#)

[My Big World](#)

[SPARK](#)

[S.M.A.R.T.](#)

[Eureka Math](#)

Administrative Policies

ADMISSIONS

St. Paul's exists to provide spiritual growth and quality education to the children who attend. St. Paul's Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded to, or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, financial policies, and athletic and other school-administered programs. However, enrollment priority will be given to the members' children of St. Paul's Lutheran congregation and other area WELS/ELS congregations, as well as those seats reserved for the Choice Program. Any remaining openings will be open to the public.

To attend St. Paul's three-year-old program, children must be three years of age and fully toilet-trained by September 1st. To attend St. Paul's four-year-old program, children must be four years of age and fully toilet-trained by September 1st.

Admissions and enrollment applications, and directions to complete them, are available on our [school website](#) in Admissions. Admissions applications will be completed for all new preschool students who did not attend our 3K or 4K program. Enrollment may begin when all components of admissions and enrollment forms are complete, and a financial agreement has been set up through TADS.

Criteria for admission of non-member students at St. Paul's Lutheran School:

1. Students will be expected to attend St. Paul's Lutheran Church when their class is participating in a Sunday service or special services.
2. The fee schedule is referenced under the section entitled "TUITION AND BILLING"
3. The Board of Education reserves the right to review each case each semester.

TUITION AND BILLING

Tuition payments may be made by the year, semester or month and can be paid through our online registration and financial system called TADS. A minimum of the first month's tuition shall be paid before the first day of school. Preschool fees must stay current. Students cannot begin the second semester of classes if their account is not paid in full for the first semester. There is a 20% discount for preschoolers who have older brothers or sisters in K-8. Please refer to the school website for our [tuition cost](#) (under Admissions: New Students: "Fee Scale").

School year fees are calculated by taking the charge per day and multiplying it times the total number of school days scheduled in the school year. No refunds are made for days when school is out of session due to inclement weather or other unforeseen circumstances, nor are refunds given for days when a student is absent.

FINANCIAL ASSISTANCE

St. Paul's Lutheran School participates in the Wisconsin Parental Choice Program. This program is only open for students going into the 4K program. Those students who qualify for a voucher are not charged tuition, registration fees, or field trip fees. Parents may go to the [Wisconsin Department of Public Instruction website](#) to complete an online application.

WITHDRAWAL PROCEDURES

When voluntarily withdrawing a child prior to the end of the school year, the parent must

notify the St. Paul's Principal at least 2 weeks in advance. Should a child be removed from the school during the school year, either by parental choice or disciplinary action, the following refund schedule applies:

1. Tuition is prorated on a monthly basis, and any additional fees will not be refunded.
2. Tuition is refundable, as prorated on a monthly basis, for each full month during which the student was not in attendance. Any additional fees will not be refunded. Final determination will be made by the Board of Education.

Schedule

HOURS OF OPERATION

3K Program

Parents may choose two to five sessions per week

Mornings, 5 days per week 7:45 am – 11:00 am

Afternoon sessions available through Surround Care (See "ADDITIONAL CHILD CARE")

*September - end of October 7:45 am - 10:30 am

4K Program

Parents may choose three to ten sessions per week

Mornings, 5 days per week 7:45 am – 11:00 am

Afternoons, 5 days per week 11:30 am – 3:00 pm

Full day, 5 days per week 7:45 am – 3:00 pm

Students should arrive any time after 7:30 am when the doors open and in sufficient time to be ready to begin the day at 7:45 am. Students who must arrive before 7:30 am because of transportation schedules should contact Surround Care (See "ADDITIONAL CHILD CARE"). Parental cooperation in this regard is requested. There will be no playground supervision before school starts or after school is dismissed. A staff member will be assigned to direct students to Surround Care who are waiting at the school doors prior to 7:30 am or are not picked up by 3:15 pm. Normal Surround Care fees will apply.

PICK-UP

For 3K pick up, the parents are to wait by the school office at the end of the morning. The students will be brought to that area to be picked up. If you are running late, please call the

office, so that the teacher can be notified. If after 15 minutes from the dismissal time, no one has arrived to pick up the child and no phone call has been received, the child will be taken to Surround Care.

4K morning pick-up can be done during recess (between 11:00 and 11:30 a.m.). During this time, you may pick-up your child from the playground, or the gym depending on weather conditions. To keep everyone safe in a busy parking lot when 4K is dismissed at 3:00 p.m., parents are asked to come to the church door area to pick up their children. Children cannot go to the playground equipment until the buses have left, and only if their parent or parent designee is present. If after 15 minutes from the 3:00 p.m. dismissal time, no one has arrived to pick up the child, the child will be taken to Surround Care.

If an unapproved adult arrives to pick up a child, the child will not be released until we have a signed note, email, or a phone call from a parent. Any adults other than parents may be required and should be prepared to provide photo identification.

ADDITIONAL CHILD CARE

For those in the 3K program, Surround Care is available once 3K is dismissed until 3:00 p.m. for a set fee. Children staying after 3:00 p.m. will be charged an hourly rate. Surround Care is not open when our grade school is not in session (i.e. holiday vacations, staff development days). If school is dismissed early, Surround Care is also available at that earlier set time.

For parents needing child care before and/or after school hours, our Surround Care is available from **6:00AM to 7:30AM** and **3:00PM to 6:00PM** on school days. For any questions, you may reach the Surround Care Staff by calling (608) 783-2552, ext. 230 or e-mail at surrcare@stpaulsonalaska.org.

Find more information about our Surround Care at the [St. Paul's school website](#) or in the Surround Care brochure.

TRANSPORTATION

Children must be 3 or 4 years old before September 1st in order to be eligible to ride the bus. Bus transportation is available for some students. To apply for a bus assignment, parents must contact their local School District for busing details. If your child regularly uses bus transportation any time during the day, you must notify the bus company whenever your child

will not be riding. In addition, please inform the teacher when your child will/will not be riding the bus.

SCHOOL CLOSINGS AND DELAYS

If school is to be closed due to inclement weather, it will be announced over radio stations WIZM (1410 AM; 93.3 FM), WXLN (1490 AM), and WKTY (580 AM) as well as on local television stations (Channels 8 and 19). Announcements about school closings will follow Onalaska or Holmen schools, as many of our students rely on transportation from those school districts. Please also look for specific closings for St. Paul's, Onalaska. Parents, especially those living in outlying areas, are encouraged to use their judgment in determining the safety of getting their children to school.

SCHOOL YEAR CALENDAR

Our preschools follow the grade school calendar. A calendar of the school year can be found in your classroom welcome packet, as well as on the [St. Paul's school website](#).

Nutrition

SNACKS

During snack time children will learn to use appropriate manners. They will discuss proper nutrition options as well as portion control. Parents will provide a snack and a water bottle for their child each day.

Those who wish to bring a special treat to share with the class, must check with the teacher first to be aware of any allergy issues or special circumstances. This treat must be store bought. No homemade treats will be passed out. Any treats that do not adhere to our allergy issues or special circumstances will not be shared with the class.

3-K students may have daily milk through the hot lunch program for a yearly fee. You may sign up for this on TADS. If you do not wish for your child to have this milk, water will be given to the child. Or you may bring a water bottle or a special milk for your child to drink.

***3-K snack milk is not available in 2022-2023 school year*

NOON LUNCHES

3K students going to Surround Care will need to bring a cold lunch. Hot lunch is not available to them.

Noon lunches for 4K students will be eaten in our classroom. Although there will not be a Hot Lunch program this year, Lunch Milk is available for a fee for those who wish to have milk at lunch. 4K milk options include Fat Free and 1% Milk. Chocolate Milk is not available for 4K students. Microwaves will be unavailable for preschool student use.

Lunchtime Behavioral Expectations

- *Remember to say “please” and “thank you” to our volunteers.*
- *Remain seated while eating.*
- *Use quiet voices.*
- *Clean your own mess.*
- *Place, don’t throw, garbage in cans.*

Activities and Events

REST TIME

Those 3K students who attend Surround Care in the afternoon, will have a rest time in the afternoon. Please contact the Surround Care director for details.

4K students will have an active morning; therefore, they will be given the opportunity to rest or nap during the afternoon session. Parents should provide a small pillow and blanket which will be used on our nap cots. Students may also bring one small comfort item from home to snuggle with. Please be sure to bring a comfort item that does not make noise.

FIELD TRIPS

A general permission slip for field trips is presented to parents through TADS during admissions. Field trips are a part of the curriculum at St. Paul’s. A first aid kit and all emergency phone numbers will be taken along by a staff member. Parents will be notified of upcoming field trips through our Weekly Notes and/or through Parent Square. Those field trips requiring

chaperones will also be communicated through our Weekly Notes. Background checks are necessary for all chaperones before the field trip day.

BIRTHDAYS

Children are welcome to bring in a birthday treat to share with the class. This treat must be store bought. No homemade treats will be passed out. Please check with the teacher first to be aware of any allergy issues or special circumstances. Any treats that do not adhere to our allergy issues or special circumstances will not be shared with the class.

Invitations to birthday parties are requested not to be distributed at school unless **all** students in the class are invited.

Clothing and Shoes

CHILDREN'S CLOTHING

Children must be dressed appropriately for weather conditions. Clothes should be comfortable and easy for the child to manage.

1. All clothing should be in good repair, clean, and free of holes or tears. Undergarments should not be visible.
2. Pants: No pajama or flannel pants are allowed, except on special school day events.
3. Shirts: All shirts must have sleeves and cover the back and midriff when seated or standing, and when the student bends over or lifts up their arms. Shirts with questionable slogans or pictures promoting music groups, alcohol, drugs, bars, tobacco products, satanic symbols, or anything related that is suggestive or offensive should not be worn.
4. Shorts, Skirts and Dresses: These should cover half the distance from the top of the inseam to the knee. Shorts may be worn in September, May and other times as announced.
5. Footwear: Dress shoes, tennis type shoes, and sandals which securely fasten/tie to the foot may be worn. Shoes with both open toes and open heels, such as flip-flops, are not allowed. Students should have a pair of boots when there is snow on the ground. If they do not wear boots, they should have a second pair of shoes to wear in the classroom after being outside.

6. Hair: Hair should be clean, well groomed, and at appropriate length and natural appearing color. No hats worn in the school building during the school day. (Exceptions for special school day events)

Parents should provide an extra set of clothing to keep at St. Paul's in the event that a change of clothing is needed. This change of clothing should be put in a plastic ziploc bag. Please have all clothing labeled with your child's name.

Parent's Role and Participation

PARENTS ARE ENCOURAGED TO:

1. Understand that God gives them primary responsibility for nurturing their children.
2. Understand the spiritual, physical, intellectual, emotional, and social needs of their children.
3. Understand the importance of communication between home and preschool.
4. Become involved with their child's learning through classroom visits and consultations with teacher and staff held throughout the school year.
5. Share any information about their child that may be helpful to the teacher.
6. Attend the Panther Parent meetings to stay updated on what is happening at St. Paul's.

VISITING AND VOLUNTEERING

Parents, you are encouraged to visit your children and teachers at St. Paul's anytime. You are also welcome to volunteer your assistance in the classroom, on field trips, in the library, or by sharing your special talents and interests with the class. Additional help (from grandparents, extended family, etc) is welcome, but the teacher must be informed at least 3 days prior to any visits. All volunteers/chaperones who will have contact with the children, will need a background check before volunteering in our classrooms.

PROVIDING AND MAINTAINING SUPPLIES

Items that are used regularly at school (rest time items, change of clothing, etc) should be taken home as necessary to be cleaned. We will issue periodic reminders to parents, often before school breaks, to wash their child's rest time items and/or change of clothing. These items must be returned on the child's next school day.

PANTHER PARENTS/PTO

All parents are welcome to attend the panther parent meetings. These meetings are held four times during the school year and are announced on ParentSquare and the monthly school calendar. It is hoped that all parents would take an interest in attending as a means for staying updated with what is happening at St. Paul's, as well as a positive means for being in service to our school.

Parent/Teacher Communication

A PARTNERSHIP IN LEARNING

All children are precious gifts from God. They are the next generation and the promise of the future, and many hands join together to foster their development and growth. At St. Paul's, we recognize that parents have the primary responsibility for nurturing their children. By enrolling their children in our preschool program, parents are enlisting the help of our early childhood teachers.

Teachers at school and parents at home create many learning experiences for children. These experiences help children learn about God's love for them and about His wonderful world. Teachers will strive to create opportunities for the school day to be discussed at home as well as provide activities to continue the lessons from the school day at home.

CHILD'S FOLDER

Children are asked to bring their backpacks to school each day with their folders, which will be used as the primary tool for communicating with parents. Please be sure to check your child's backpack and folder each day. Weekly notes will be posted to the preschool website, in addition to being sent home with students.

CONFERENCES AND MEETINGS

Parent-teacher conferences are scheduled to discuss your child's development and progress. Report cards will be sent home for parents to review and discuss at these conferences. Please sign the report card envelope and return to school the following school day. Additionally, teachers and/or parents may schedule individual conferences at other times as needed.

3K conferences in fall are optional, but mandatory at the end of 3rd quarter. Parent-teacher conferences are held for 4K at the end of the first quarter, as well as an optional conference at the end of the third quarter.

GRIEVANCE PROCEDURES

The following procedure and timeline have been established for handling grievances within sixty days:

1. The parent should contact the teacher first and discuss the matter.
2. If the matter is not satisfactorily resolved, the parent should contact the principal for a meeting within two weeks with the parent(s) and the teacher.
3. If the matter is still not satisfactorily resolved, the parent should contact the principal for a meeting with the Board of Education.

ABSENCE NOTIFICATION

In all situations, if a child will not be present, we ask that parents call St. Paul's to notify us (608-783-2552). The teacher should be notified of a child's absence and the reason for it prior to the start of the school day. If you do not notify the school, your child will be marked unexcused and a phone call will be made to ensure the safety of your child.

Parents and/or guardians may excuse a child up to 10 days per school year. Each absence beyond 10 will be marked unexcused unless a doctor's excuse is provided within one week of the absence. Doctor and dentist appointments should be made outside of school hours, if possible. Please notify the teacher by phone or note if a child must leave during school hours. In such cases, please pick up your child at the school office. Students absent from school for more than one hour will be marked half-day absent. If a student becomes ill at school, his/her teacher will arrange for a parent or guardian to pick up the child.

It is extremely important that students arrive at school on time. Promptness demonstrates responsibility and consideration for others. If a student is late, he/she must come to the office for a late pass upon arrival in order to be admitted to class and order a Hot Lunch (when applicable). Students who are not in their classroom and ready to begin the day at 7:45 am will be marked tardy.

Behavioral Management

BEHAVIOR GUIDANCE TECHNIQUES

At St. Paul's, training and discipline are blended with God's love and concern using both the Law and Gospel. Discipline needs to be firm, consistent, and constructive. A child needs to know what is expected before he/she can obey. Guidelines reassure children that they are loved and that there is concern for them.

Two behavior goals will be communicated to the children. These are:

1. The love of Jesus motivates children to live as the Lord expects.
2. Children show love through words and actions.

A positive environment will be fostered in the following manner:

1. Children will be encouraged in their positive behaviors, while negative and destructive behaviors will be minimized.
2. All staff personnel will be knowledgeable of three and four year-old developmental stages, family background, special needs, interests and medications being given (if any) in dealing with each individual child.
3. Children will be reminded of the appropriate behavior, and then helped to approach the problem situation with a new perspective or his/her attention will be diverted to a new activity.
4. Staff will avoid unsafe activities to protect staff and children.
5. When discipline is needed, it will be administered immediately so that not only the child's behavior is influenced, but more importantly the child's attitude about himself/herself and about proper and improper behavior will also be influenced.
6. Children will be taught skills in communication and compromise.

DISCIPLINE POLICIES

Our staff is committed to modeling Christian attitudes. The goal of discipline is to teach. Your child will be dealt with constructively at all times. A child will never be disciplined in such a way that is frightening or demeaning. The teachers use love, encouragement, and praise. Teachers will guide students on how to seek repentance of their sins as well as forgiveness from those they have sinned against. Teachers will also assure students of the forgiveness they have through their Savior, Jesus, who died to take those very sins from them. Desirable behaviors

are emphasized. Should behavior problems occur, positive guidance will be offered and behavior will be redirected.

Continual behavior problems will be brought to the attention of the parent. Increased staff guidance and time will need to be implemented if a child's behavior is persistently unacceptable. The staff will observe, record, and report the behavior of the child. A plan will be developed to address the behavior and a consultation will be held with the child's parents/guardians, other staff persons, and professionals when appropriate.

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the wellbeing of the child or other children in the center. A child who requires separation from the group will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group will depend on the child's stopping or bringing under control the misbehavior. The child will be returned to the group as soon as the behavior stops.

If a child is separated from the group three or more times in a day or more than eight times in a week because of persistent unacceptable behavior, the child's parent/guardian will be notified and may be asked to come for a consultation.

If a child's behavior consistently endangers the safety of the children around them, then the following disciplinary actions will occur:

- A visit to the principal's office
- Meeting with parents, principal, and teacher.
- Complete separation from other children (this could mean a loss of regular playtime)
- Sent home early
- Suspension = Sent home early and miss the next school day
- Termination of services may result if:
 - Lack of cooperation by the parents with the school's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences
 - The parents are not able to work with the school to find an acceptable solution
 - The continuing behavior endangers the well being of other children, and/or the child engaging in the behavior

PROHIBITED STAFF ACTION

All corporal punishment and humiliating techniques to control behavior are not allowed by any staff person. Corporal punishment includes rough handling, shoving, shaking, slapping, pinching, and spanking. Humiliating and emotional abuse includes name calling, shaming, derogatory remarks about the child, or using language that threatens or frightens the child. These punishments will not be used, regardless of parental consent or request.

Health and Wellness

ILLNESS

Parents are requested not to send a child to preschool if your child has a contagious or communicable disease, is not well enough to participate in all daily preschool activities (e.g. outdoor play) and/or if the child is exhibiting any of the following signs or symptoms:

1. Temperature of 100.4 °F or higher: Your child must be fever free without the use of fever-reducing medicines for 24 hours before returning to school
2. Flu Symptoms: Fever over 100.4 °F with cough and/or sore throat. Other symptoms can include fatigue, body aches, vomiting and/or diarrhea
3. Bronchitis or severe, persistent cough
4. A bacterial infection such as Streptococcal Pharyngitis or Impetigo (without having yet completed at least 24 hours of antimicrobial treatment)
5. Any rashes not attributable to heat or allergies
6. Contagious Conjunctivitis ("pink eye") or pus draining from an eye (until medicine has been used for at least 24 hours or until there is no draining from the eye)
7. Chicken Pox (until condition is no longer contagious or lesions are crusted over)
8. Recent or current case of head lice (until head lice shampoo or cream rinse treatment has been administered)
9. Skin condition such as ringworm or scabies (until no longer contagious)
10. Three or more instances of abnormally loose stools in the previous 24 hours
11. Vomiting at least once since waking up that morning and/or on three or more occasions in the previous 24 hours
12. Unexplained lethargy or fatigue, especially if it interferes with the child's ability to participate in normal activities with reasonable comfort

13. Any reportable contagious illness not mentioned above
14. Any other condition that causes the child to require more care than the staff can provide without compromising the health or safety of the other children

St. Paul's staff will make final decisions regarding whether or not a child is well enough to attend preschool. Should a teacher feel that a child is unable to function properly, due to illness or otherwise, parents will be notified immediately and requested to make arrangements for transportation home. If possible, the sick child will be separated from the other children and attended to by a teacher or other staff person until the parent arrives.

A child with a communicable illness will be readmitted to the preschool only after allowing for the longest usual incubation of the illness or with a signed statement from their physician. We must be informed of specific illnesses so that we can provide notice of possible exposure to families with children enrolled. Parents will be notified via note posted by St. Paul's staff if an infectious or communicable disease is present in preschool.

IMMUNIZATIONS

The state health department asks each school to track immunization records for their students. Accordingly, parents of all preschool students are asked to fill out an immunization history form. This should be done before the child enters school. Forms are available in the school office or online.

MEDICATION

Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. In those situations, the following procedures will be followed:

Storage of Medication

All medication should be brought in to school by a parent and will be kept in a locked storage unit in the school office, unless otherwise documented. (as in the case of inhalers).

Prescription Medication

For administering prescription medications at school, a thoroughly filled out medication authorization form must be on file in the school office that includes signed authorization of the medical provider. The medication authorization forms can be found in the School Office, as well as on our school website (under Panther Parents: [Documents](#)). This medication must arrive at school in the original pharmacy container. Also for you and your child's protection, the medication must be brought to school by a parent or an adult.

Over the Counter Medication

For administering over the counter medications at school, a thoroughly filled out medical authorization form is required. The medication authorization forms can be found in the School Office, as well as on our school website (under Panther Parents: [Documents](#)). Medication must arrive in the original container from the manufacturer labeled with the child's name. The dosage must not exceed the manufacturer recommendation unless ordered in writing by the medical provider. Also for you and your child's protection, the medication must be brought to school by a parent or an adult.

Unused Medications

When use of medication has ceased, or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Any unused medication will be disposed of by the school at the end of the year.

SCREENINGS

Frequency of annual hearing and eye tests are governed by the La Crosse County Health Department regulations. At this time, they are performed for 4 year old preschoolers.

There is also a developmental screening at Eagle Bluff Elementary School for children ages 3 - 5 including speech and hearing. The dates for these screenings will be determined by the Eagle Bluff administrators and will be communicated to you by note.

OTHER MEDICAL/HEALTH INJURIES AND INSURANCE

All parents should provide personal accident insurance for their children for injuries that may occur at school. The church's insurance policy only serves as a secondary insurer when accidents occur.

CONFIDENTIALITY

All medical information will only be shared with those who need to meet the educational and health needs in a safe manner.

HYGIENE AND CLEANLINESS

Tables will be washed and sanitized before meals and snacks and washed after eating. Children and staff will also be required to wash their hands after using the bathroom and before and after meals and snacks.

POP POLICY

In the interest of health and nutrition, and in order to maintain a productive learning environment, St. Paul's students are not allowed to have pop during the school day. Packaged juices are allowed in sack lunches, but pop will be sent home.

Security and Safety

STUDENT RELEASE POLICIES

1. If an undesignated person or no one comes to pick up the child, the parent or a designated person from the emergency list will be called.
2. If an incapacitated person or a person suspected of child abuse attempts to pick up a child, the police may be notified.
3. If an individual is prohibited from contacting a student, the proper documentation must be given to the St. Paul's Lutheran School Principal.

SUPERVISION AND INJURY PREVENTION

1. Each morning before children arrive, the staff will check that the classroom is orderly and clean, and for any potential hazards that might cause injury to the children.
2. Hazardous substances will be stored out of reach of the children
3. Non-toxic paint will be used and stored out of reach of the children.
4. Unstable equipment will be repaired or eliminated. Only equipment suitable to the age group will be used.
5. Matches and flammable substances will be stored in proper containers out of reach of the children.
6. Electrical outlets will be covered when not in use.
7. Children will be out-of-doors only under the supervision of the staff.
8. The staff will be aware of children with allergies and take necessary precautions.
9. Children will cross streets only at the appropriate crosswalks and will be directly supervised.
10. Staff will give full attention to the safety and physical welfare of the children.
11. Children will be supervised at all times.

MEDIA RELEASE

From time to time children's pictures may be used on our website, in the newspaper, on Facebook, or on local television news programs. At no time will children's full names, addresses, or other personal information be used in any media format without parental permission. All families are required to complete the media release included with TADS Enrollment.

Emergency and Accident Policies

FIRST-AID AND MEDICAL CARE

1. A first aid kit and emergency handbook is kept in the classroom. All staff will be knowledgeable about current first-aid practices. Standard first aid practices will then be followed. Superficial wounds will be cleaned and protected.

2. In cases of serious injury, 911 will be called and decisions will be made by paramedics as to the next procedures to be carried out. In time-sensitive emergencies, the child may be transported to an appropriate medical facility via ambulance. Parents will be notified immediately.
3. There will be a qualified first-aid person with CPR training present at St. Paul's Lutheran School at all times. There will be a first-aid kit containing sterile bandage and band aids, sterile compresses, scissors, an ice bag or cold pack, a surface thermometer with disposable covers, and adhesive tape on site. The kit and emergency handbook is accessible to the staff in the school and taken outside on the playground as well as on field trips.

DRILLS AND PREPAREDNESS

1. Entrance hallways and exits will be kept clear.
2. Tornado drills will be held and practiced by the entire school.
3. Fire drills will be held and recorded in a log. An alarm system will be used and the children will be led from the building until the all clear signal is given. A fire extinguisher is easily accessible near the main door. Directions for use are posted. Fire extinguishers will be checked annually.
4. In addition, lockdown and active intruder (ALICE) drills will be held.
5. All staff will have been trained to carry out these emergency procedures.

EMERGENCY SITUATIONS

1. In the event a child should become missing from school, the police department will be notified and the parent will be called.
2. In the event that the Civil Defense sirens should sound to warn of a tornado or other notification of a tornado, the children will be taken to a designated area. Everyone will remain there until the all clear signal is given.
3. In the event of fire, the building will be evacuated using the appropriate exit procedure. The children will be led out of the building by the teachers and staff to a designated area.
4. In the event of a lockdown and/or active intruder, the staff will use the appropriate safety procedure. Parents may ask a teacher to learn more about our procedures in these situations.

NOTIFICATION AND REPORTING

1. Parents will be notified via telephone numbers listed on the application if a child becomes ill or a serious accident occurs.
2. An incident report will be written for all accidents requiring more than minor first aid and for all head injuries. These reports will be signed and dated by staff and parents and kept for the records.
3. Within 24 hours after the occurrence of an unusual accident, death, or serious injury to a child, the appropriate reports will be submitted.