

St. Paul's Lutheran **Summer Care Program**

Preschool – Age 14 Christian Childcare

835 E. Fairmont Blvd. Rapid City, SD 57701

605-341-5385

director@stpaulsknights.org



Parent Handbook

"I have no greater joy than to hear that my children walk in truth"
3 John 1:4

Revised January 2024

Highlighted areas are pending change.

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What's New for Summer Care 2024?

- Our new hours of operation are from 7:30-5:30 (see page 7)
- We no longer offer half-day preschool for the summer
- All rates are now flat weekly rates.
- Update to our fee schedule (see page 22)
 - Registration fee applies to *each* child
 - A one week vacation credit will apply to each child for communicated absences
 - The school age activity fee has been removed

New families should visit the SmartCare support links below. SmartCare is our billing/communication/attendance software.

- [Download the guide for the iOS Parent App here.](#)
 - [View the iOS Parent App video](#)
- [Download the guide for the Android Parent App here.](#)
 - [View the Android Parent App video](#)
- [Download the Parent Web Portal guide here.](#)

Welcome!

Thank you for entrusting St. Paul's Lutheran with the care of your precious child. We will continually strive to provide a Christian environment for your child while he/she is in our care. This handbook provides you with basic information about St. Paul's Summer Care Program. Furthermore, we hope to develop mutually beneficial expectations between the parents, children, and school staff. Please contact the Director or pastors with any questions, concerns or comments.

Who we are

St. Paul's Preschool and Childcare is owned and operated by St. Paul's Evangelical Lutheran Church. It is directly supervised by St. Paul's Education Committee. Our church and school are members of a larger church body called the Wisconsin Evangelical Lutheran Synod (WELS). WELS has been providing quality Christian education for over 150 years. WELS is one of the largest private/Christian school systems in the United States (National Center for Educational Statistics) and have:

- Over 300 Early Childhood Ministries
- Over 250 Lutheran Elementary Schools
- 30 Lutheran High Schools across the United States
- 2 Colleges in New Ulm, MN and Milwaukee, WI
- 1 Theological Seminary in Mequon, WI

For more information about the Wisconsin Evangelical Lutheran Synod, please visit <https://wels.net/>

St. Paul's Lutheran Preschool and Childcare is a faith-based program that meets or exceeds all state and local licensing requirements. St. Paul's Lutheran will, within 24 hours, report any changes of circumstances that may affect our ability to comply with licensing rules. **The report will be made to both the South Dakota Department of Social Services and all enrolled families.** For example, a change in location, changing directors, a change of ownership, building renovations/remodeling, suspected in-house child abuse/neglect or felony convictions of employees.

St. Paul's summer care staff

Mrs. Nicole Maddox	Director (director@stpaulsknights.org)
Mrs. Christina Breinling	Summer Program Administrator (cbreinling@stpaulsknights.org)
Mrs. Joanne Demasi	Administrative Assistant (jdemasi@stpaulsknights.org)
Mrs. Toni Mergen	Preschool Teacher (tmergen@stpaulsknights.org)
Mrs. Jennifer Sheldon	Preschool Assistant
Mrs. Maria Sigler	School-age Lead (msigler@stpaulsknights.org)
Miss Anna Busch	School Age Assistant

Education Committee members

Curtis Konvalin
Anthony Malon
Abe Wheeler
Dustin Jensen
Paul Massoni
Ole Sjomeling
Todd Tucker

Chairman
Vice Chairman

Pastors

Pastor Doug Free
Pastor James Hemmelman

Our mission

The mission of St. Paul's Evangelical Lutheran Preschool is to assist families in their walk of faith and to aid parents in their God-given responsibility to train their young children spiritually, intellectually, socially, and physically for life and for eternity by nurturing them with the truth of God's Word in a caring, Christian environment.

Our philosophy

St. Paul's Lutheran Preschool believes that the Bible is the true, unchanging Word of God and is the final authority in all matters of life. (*II Timothy 3:16-17) When all learning and living takes place in light of this scriptural viewpoint, children are prepared to fulfill God's will for their lives and are trained for a life of Christian service in a non-Christian world. (**Proverbs 22:6 and II Timothy 3:15)

**II Timothy 3:15-17 (NIV)*

"And how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

***Proverbs 22:6 (NIV)*

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

Our preschool also believes that God created human life to be developmental. The educational process must nurture the development of the whole child- spiritually, intellectually, socially, emotionally and physically. For this reason, your child will participate in quality play experiences, facilitated by purposeful planning and role-modeling.

Core values

St. Paul's Lutheran Church established a preschool in order to bring children to Jesus at a young age so they might learn to know His love for them and trust in Him as their Savior. Jesus said, *"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."* (Mark 10:14) By these words Jesus indicated His love for little children and His desire that they be brought to Him so He could bless them.

St Paul's Lutheran Preschool believes the Bible is the true Word of God and shows us God's plan to save His children. Through Bible lessons children learn that by nature we all are sinful and in need of forgiveness. *"For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life."* (John 3:16) We teach that God brings all people to this life-saving faith in Jesus through the work of the Holy Spirit.

St. Paul's Lutheran Preschool believes all children are a gift from God to families and He has given parents the main responsibility for nurturing and training their children. *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* (Ephesians 6:4) It is our privilege to share in this God-given responsibility with parents. St. Paul's Lutheran Preschool loves and values each child and is prepared to support and encourage parents in this most important task.

We believe that children learn in individual ways and according to their unique development. Our goal is that children develop their full God-given potential and become life-long learners. This can best be achieved by providing rich experiences for children and opportunities for age-appropriate play, hands-on activities, problem-solving and reflection.

We believe by integrating God's Word into all areas of our curriculum and by receiving Christian guidance and positive role-modeling from their teachers that the children will grow in their faith and Christian living and demonstrate this in their own behaviors and attitudes. St. Paul's Lutheran Preschool is delighted to share their faith, love, and knowledge with preschool children and their families.

Statement on family values

The faculty and staff at St. Paul's Lutheran School agree with and model to students and other staff the Biblical principles of morality and family life. Among these is the belief that God made all individuals as either a male or female. We further believe that marriage is a divine institution between one male, a man and one female, a woman.

Summer Program Operation

Summer Calendar

June 3- First day of summer session

July 4- Closed for Independence Day

August 9- Last day of summer session, all enrollments terminate

Summer Hours of Operation

7:30 AM- Program opens

5:30 PM- Program closes

Pre-Kindergarten and Preschool Activities

All preschoolers, even those entering kindergarten in the fall, will remain in summer preschool. School age children must have finished at least one year of kindergarten.

Daily Schedule Sample

AM Preschool

8:00	Morning reading/finger plays/songs
8:30	Work time
9:45	Clean up
10:00	Bible lesson
10:20	Small group lesson (targeted instruction)
10:45	Large group lesson (music, large motor, interactive storytelling, games)
11:00	Outside time

PM Childcare

11:30	Lunch
12:15	Outside time
1:00	Drinks/bathroom/nap prep/story
1:30	Nap
3:00	Snack/manipulative activities
3:40	Books/Devotion
4:00	Outside/Large motor activities
5:00	Quiet activities

What to bring (Label with child's name)

- A **complete set of extra clothing**. This includes a shirt, pants, socks and underwear in a clear zip lock bag with the child's name on the bag.
- A **backpack** to carry belongings to and from our program. An age-appropriate but sizable one to help manage the daily transfer is preferable to a "cute" one.
- Bottle of **sunscreen** lotion (not the pumping spray). It is critical that a parent speak directly to the teacher if you wish your child to only use the specific bottle you provide.

- A **water bottle** *must* also be brought. Please label with your child's name.
 - **Do NOT bring toys, weapons (including knives or guns), favorite pieces of jewelry, or money.** These items may interrupt teaching. An exception may be made during a class-scheduled "Show and Tell". Toy weapons are never appropriate for our program.
 - A **travel-size pillow for nap**
 - A clean **blanket for nap**
 - A **comfort toy**, if necessary. This toy will only be used during naptime.
- All nap items should fit inside a grocery bag with handles.**

School Age Schedule (Kindergarten- age 14)

School age children must have finished at least one year of kindergarten.

Morning activities include

Free choice
 Bible study
 Walk (tennis shoes needed)
 Snack
 Quiet read/write/read aloud
 Occasional structured play: softball, kickball, jump rope games, PE games
 Outside/Gym
 Lunch

Afternoon activities include

Activities such as swimming, movies, bowling and hikes
 Outside/Gym
 Snack

(Note: children will return to school by 4:00 pm.) If you need to pick your child up earlier, please let a teacher know and they can tell you where they will be at that time.

Free time, outside play

In general, the weekly activity schedule for the school age children looks like this:

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Swimming	Elks Theater	Travel/Field Trip	Bowling/Park	Swimming

An activity calendar with locations will be sent home during the first week of the program .

We respect the right of every family to keep their child home at any time. No rate reductions or refunds will be assessed if a family makes a personal decision to withhold their child from attendance while our center is in operation. In this situation, we invite families to communicate their plans to return to attendance at St. Paul's.

School Age Schedule, cont...

What to bring

- **Swim pass** from the Rapid City Swim Center (See following instructions)
- Bottle of **sunscreen lotion** (not the pumping spray). This will be stored and distributed as needed by the teacher. It is critical that a parent speak directly to the teacher if you wish your child to only use the specific bottle you provide.
- Can of **bug spray**. This will be stored and distributed as needed by the teacher. It is critical that a parent speak directly to the teacher if you wish your child to only use the specific bottle you provide.
- **Extra set of clothes**
- A **water bottle** *must* also be brought. Please label with your child's name.
- **Tennis shoes** (bring every day) **NO flip flops!**
- **Book** to read
- **Do NOT bring toys, weapons (including knives or guns), favorite pieces of jewelry or money.** Toy weapons are never appropriate for our program.
- **Do NOT bring game systems, tablets, iPods, Kindles etc....** See the *Electronic Device* policy for cell phone and smart watch policy.

Electronic Devices

All cell phones and smart watches must be turned off and turned in to a teacher-designated area each day. Any phone that is not turned in will be confiscated until it is retrieved by a parent. Parents wishing to contact their child during the day may call the teachers. All other electronic devices (game systems, tablets, iPods, Kindles, etc) must stay at home. Students waiting for parents outside the school building may call or text parents with teacher permission. Watches used for health or safety monitoring should be approved by the Summer Administrator before use at the program.

Instructions to purchase your swim pass

School age children must purchase a pool pass at the Rapid City Swim Center. Purchase a 20-punch pass for the OUTDOOR pools (the minimum requirement for our program). If you plan on going as a family this summer you may get a greater number of punches, a 3 month pass, or an annual pass. Please be sure your pass can be used for the outdoor pools.

1. Go to the Rapid City Swim Center located at 125 Waterloo Street.
2. Sign the consent form.
3. Pay the required fee (approximately \$80) for a 20 punch pass for OUTDOOR pools.
4. Have your child's photo taken. This photo is kept on record at the swim center.
5. You will receive a barcode pass from the swim center. Please give this pass directly to a St. Paul's teacher on your child's first day of attendance.

Snacks and Meals

We provide one morning snack (around 9 AM). The cost of this snack is included in the cost of your weekly fee. One afternoon snack is provided for those children enrolled in our full day program. Again, the cost of this snack is included in our full day fees.

All lunches are provided for both school age and preschool children by a third-party catering service. The cost of the lunches is included in the tuition paid by the families enrolled in our full day program. The lunches include white milk and recommended portions from each food group. A menu is posted and available for take home. Special dietary needs may be addressed by speaking with the Director or Summer Administrator.

2024 Summer Program Lunch Menu

This menu is subject to change.

Lunch costs are included in each child's weekly fee.

We are all experiencing shortages and issues with availability. We appreciate your patience as we may have to substitute some foods without notice. For that same reason, we are unable to specify the fruit or vegetable of the day.

	Monday	Tuesday	Wednesday <i>*School age children pack their own lunch for travel.*</i>	Thursday	Friday
Week 1	pizza sticks, sauce and pepperoni with fruit and vegetable	hot dogs, chips with fruit and vegetable	<u>*Preschool only</u> turkey and cheese sandwiches with fruit and vegetable	chicken sandwich with fruit and vegetable	Little Caesar's pizza with fruit and vegetable
Week 2	taco wedges and refried beans with fruit and vegetable	Little Smokies, mac-n-cheese with fruit and vegetable	<u>*Preschool only</u> ham wrap with chips, fruit and vegetable	corn dog with baked beans, fruit and vegetable	Little Caesar's pizza with fruit and vegetable
Week 3	chicken and waffles with fruit and vegetable	hot dog with potato salad, fruit and vegetable	<u>*Preschool only</u> manicotti with bread stick, fruit and vegetable	pizza sticks, sauce and pepperoni with fruit and vegetable	Little Caesar's pizza with fruit and vegetable

Week 4	hamburger and tater tots with fruit and vegetable	taco wedges with Spanish rice with fruit and vegetable	<u>*Preschool only</u> Lays casserole with fruit and vegetable	sweet and sour chicken with rice, fruit and vegetable	Little Caesar's pizza with fruit and vegetable
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What to Wear

All children must wear clothes that are clean, comfortable and modest. Furthermore, **wear clothes that they can independently manage in the bathroom (preschool) and are not concerned about when playing with messy materials or going on walks/hikes.** The clothing requirement includes weather-appropriate dress.

Children may not wear caps, hats, hoods, or sunglasses indoors. These items may be worn outside. Please use discretion when allowing children to wear jewelry. Necklaces, rings, bracelets, watches and earrings that are large, loose and dangling may present a distraction or a safety concern and may be removed from the child at the discretion of the teacher.

Children's shoes need to be safe for indoor and outdoor movement activities. Children should wear socks with tennis shoes or sneakers. **Please- no sandals, crocs, open-toed, flip flops or open-backed shoes.**

Discipline

The Christian teacher's foundation for disciplinary guidance is the Bible and what the Bible teaches us about sin (things we do that are wrong) and grace (how God shows His love and forgiveness in Jesus and how that love and forgiveness flows out of our hearts as Christians). Children will want to love others through words and actions because of what Jesus has done for them.

However, learning to get along with others and accept limits takes time and patience. In some cases, inappropriate behaviors may need to be brought to the attention of the parents. Our goal is to partner together and make positive change.

Our discipline procedures may include one or more of the following strategies:

- Praying *with* children, not as a punishment, rather to guide them through the process of repentance- from their sin to God's grace and forgiveness
- Encouraging children to use their words when having a disagreement with another child
- Facilitating children in their attempts to settle their own disputes
- Redirecting behavior when this seems potentially effective
- Separating a child from the group (time-out) to allow the child to process the situation and regain control of his/her body and emotions.
- Counseling children individually about their behaviors
- Not allowing a child to go along on a field trip

Disruptive and/or dangerous behavior distracts from the full benefit of our program and may result in consequences. The following behaviors are considered disruptive and/or dangerous:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom/group
- Verbally threatens other students and/ or staff or other people in public
- Uses verbal or physical activity that diverts attention away from the group of children
- Leaves the group, hides from teachers or runs away from supervision

Note: Teachers will not do anything that could break the spirit of a child, be humiliating, frightening or abusive. Teachers will not withhold or force food, rest, toileting or outdoor time. Teachers will not use physical punishment to discipline a child.

At times, additional steps may be taken when appropriate:

1. A Parent/ Student/Teacher meeting may be scheduled.
2. A Parent/ Student/Teacher/Summer Administrator meeting may be scheduled.
3. A Parent/Student/Teacher/Summer Administrator/Director meeting may be scheduled.
4. A pastor may be consulted.
5. The Education Committee may be consulted.
6. The child may be dismissed from our program for a length to be determined by the Director and/or the Education Committee
7. A referral may be made to an appropriate professional in order to receive guidance from those qualified in the behavioral or developmental fields.

Child abuse and neglect

According to the Protection of Children from Abuse and Neglect (South Dakota Statute 26-8A), St. Paul's Lutheran Preschool and School is required to report any reasonable suspicion of child abuse and neglect. **Any staff that has reasonable concerns that abuse/neglect has occurred must report it directly to one of these three entities: the Department of Social Services abuse hotline, the State's Attorney office or a local law enforcement office.**

Any staff member suspected of, or being investigated for, child abuse/neglect will not have any contact with the children while the investigation is underway. The staff member employment will also be evaluated at this time. All volunteers for preschool and childcare must meet the same requirements as a paid person of the same position.

Health and Safety

Illness

It is in the best interest of your child and those around them to keep your child at home when they have symptoms of illness. Please understand that this procedure is not enforced to inconvenience you, but rather to benefit the well-being of all program participants. Please keep your child home when any of these symptoms are displayed:

- Fever above 100.4 degrees- **Children who have had 100.4 degree fever or higher may not return to school until at least 24 hours have passed.**
- Vomiting and/or diarrhea
- Severe cold
- Runny nose with discolored nasal discharge
- Severe cough
- Any unusual changes in physical appearance, behavior, or appetite
- Pink eye, crusting or mattering of eyes
- Evidence of lice

If your child develops fever, severe symptoms or signs of infection while in our care, you will be notified. You will be required to pick up your child within one hour. All ill children will be separated from the other children until picked up. Children who have had 100.4 degree fever or higher may not return to school until at least 24 hours have passed. Children who have severe symptoms or infection will be readmitted to our program only after allowing for the longest usual incubation of the illness or the period of contagiousness has passed.

Any child with a reportable contagious disease may not attend our program. St. Paul's Lutheran must be informed of the disease so notice of possible exposure can be given to all families enrolled and to the local county health department. The child's name will be kept confidential. A child with a reportable communicable disease will be readmitted to our program only after allowing for the longest usual incubation of the disease or with a signed statement from the family's physician. The returning child needs to be well enough to participate in all activities, including those outside. Reportable communicable diseases include, but are not limited to: measles, whooping cough, SARS, E. coli, chicken pox, mumps, tuberculosis, influenza, COVID-19 or the like.

Administering medicine

Children with prescription medicine must be on the medication for at least 24 hours before returning to school. This requirement allows the parents/guardians time to observe the child for any type of unusual reaction.

At St. Paul's Lutheran Preschool, no medicine (prescription or non-prescription) will be administered to children unless parental permission via a [medication authorization form](#) has been filled out and signed. All medicine (prescription or non-prescription) should be in the original bottle with directions on the bottle in a resealable bag with the child's full name on it. All medicine (prescription or non-prescription) will be kept and stored out of the child's reach.

St. Paul's staff will not administer homemade remedies. Parents are welcome to stop by to administer this type of remedy directly to their child.

Vaccination records

Current vaccination records are required before a child may be admitted into our program. These records must show the child meets minimum vaccination requirements based upon the child's age (per South Dakota Department of Health recommendations).

Accidents and incidents

Program staff and volunteers are trained in infant/child CPR and basic first aid techniques. Therefore, we are able to provide basic first aid in case of an accident. The accident/incident escalation tree is as follows:

- You will be notified of minor injuries during child pick-up.
- A phone call if the injury is significant or requires professional medical treatment.
- The Summer Administrator or staff member will call 911 and take the child to the Emergency Room at the hospital for any extreme or very painful injury. Parents will be notified and told to meet the ambulance at the hospital.

St. Paul's Lutheran requires written permission to handle accidents/incidents while your child is in our care. This permission is granted by signing the Medical Release portion of the child's (pink) profile enrollment documents. An accident report will be completed for all injuries that require us to call you or take emergency medical action.

Emergencies

St. Paul's Lutheran has safety procedures in place for emergency situations (natural or otherwise). An emergency plan is provided to each staff member and parent upon enrollment. See the Emergency Preparedness and Response Plan at the end of this handbook.

In an emergency that, for the sake of safety, requires a change of location, staff will notify parents as soon as possible via phone call/text. The news will also be broadcast over KOTA radio 1380. During reunification, children will only be released to those adults authorized, per the most current program enrollment form on file. For these reasons, please make sure our school has current and valid contact information.

Food allergies

Parents are responsible for disclosing all known child allergies on the program enrollment forms. Once enrolled, allergy updates must be communicated to the Summer Administrator who will communicate with the Director. Once the allergy has been communicated by the parents to the Director, a collective care and emergency plan will be written. The Summer Administrator and staff will be prepared to:

- post the special care plan and any emergency procedures in an accessible spot for all staff to read and understand easily, possibly the inside door of a cabinet
- store any emergency allergy medication needed by the child in an unlocked location easily accessible by all staff but out of reach of all children
- receive training on how to promptly administer the allergy medication such as auto-injector devices
- call emergency services if the child displays any life-threatening symptoms or if epinephrine has been administered
- call the parents if the child has come into contact with an offending allergen or if emergency services have been contacted

- regularly wash, with soap and water, children’s hands and faces and all surfaces that were in contact with an offending allergen in order to minimize accidental exposure to the child with the allergy
- allow children who have a known food allergy to bring their own snacks and lunches from home (in a lunch box with a freezer or cooling pack inside)
- depending on the type and severity of the allergy, ban an ingredient from our program all together, including from its use in classroom projects or materials

To prevent food-based allergic reactions, our program only allows prepackaged foods to be shared from home. The package should include a complete ingredient list. Some allergens are written in the ingredients list with various names. For example, milk products may be labeled as casein, caseinate, whey or lactoglobulin. For this reason, look for labels such as, “May contain...” or “Made in the same facility as...”

Inclement weather days

In the event of weather-related emergencies during program hours, the school may be required to close for the rest of the day. Parents will be contacted to come and pick up children within an hour of being called. Children will only be released to those adults authorized, per the most current program enrollment form on file. Tune to KOTA radio 1380 or the KOTA website for more information.

Parking lot safety

Please drive slowly and be alert as you drive in our parking lot. Please refrain from leaving your car running unattended. Keep all children in your care close to your vehicle and accompany young children to and from the school building.

Confidentiality

Children may be photographed, audio taped, and videotaped for use within our preschool and childcare program. We use this media for educational, promotional or advertising purposes only.

Children’s personal records and information are kept confidential. The details of a child’s life and family will not be shared with unauthorized individuals unless a signed authorization is obtained. St. Paul’s Lutheran does make our records available for inspection by the Department of Social Services per our licensing requirements.

Arrivals and Departures

Arrivals

St. Paul’s Lutheran does not offer student transportation to and from our facility. Transportation must be arranged by the parents.

- Bring all items needed for your child to be successful that day. (See What to Bring/What to Wear)
- Observe speed limit signs and drive slowly as you enter our parking lot.
- Enter the side door labeled **Preschool Entrance**.
- Use your key fob or personal device (\$10 deposit per fob) to enter the building.
- Use the attendance kiosk to register your child’s attendance for the day.

- _ Walk your child into the building to help him/her unpack and put away belongings.
- _ Wash your child's hands before beginning the morning activities.
- _ Make contact with the teacher to ensure the teacher knows your child has arrived.

Departures

- _ Make contact with a teacher to ensure that we know your child is safely back in your care. We may also need to convey important information about your child's day.
- _ Check your child's cubby/locker and folder for items to take home such as: bills, water bottles, soiled clothes that need to be laundered, lesson pages, backpack, jackets, etc. . .
- _ Use the attendance kiosk to register that your child has been picked up for the day.
- _ Children will only be released to adults with *written* parental authorization.

We cannot release children to a person if parents give only verbal (phone call) instructions. You have entrusted us with the safety of your child and we take this responsibility seriously. Teachers must know the adult or must see a photo ID before releasing the child. Be sure the pickup person comes with a driver's license for proper identification. We WILL ask an unfamiliar person for identification. This is certainly not to inconvenience anyone but to ensure the safety of your child.

Late pick up fee

Our center closes at 5:30 PM and we encourage all parents to pick up their children promptly at the end of the day. We understand that circumstances beyond your control will sometimes delay you in picking up your child. Please call as soon as you know you will be delayed. Late fees are \$1.00 for every minute late, starting at 11:30 for preschool and 5:30 for childcare. Time will be determined by the sign-in/sign-out computerized system. This late fee must be paid in cash within one week of late pickup.

If this occurs more than 5 times, it may result in the termination of enrollment. Please be respectful of teachers' personal time after work hours.

Home Program Communications

Communication

Parents may communicate with our staff via:

- **Communication board** Parents may use the notebook on the entry kiosk to relay special information to our staff.
- **SmartCare messaging from the preschool staff** Parents should download the SmartCare parent app onto their device by searching for *SmartCare Parent App* from the App Store (iOS) or Google Play Store (Android). For right now, parents cannot initiate a message via SmartCare. Please communicate via email or phone call.
- **Staff@stpaulsknights.org** This is a **general staff** email that parents may use to report absence.
- **Cbreinling@stpaulsknights.org** This email is the **Summer Program Administrator's** email. She oversees the day to day operations of the summer program.
- **Jdemasi@stpaulsknights.org** This is the Office Assistant's email. She handles the accounting and billing.
- **Director@stpaulsknights.org** This email is the **Director's** email.
- **605-341-5385** This is the school's number. It may be a good idea to program this into your phone.
- **605-431-8980** This is *Mrs. Sigler's cell number to be used by school age parents during work hours.

*Our school age teachers are available by cell or text. However, communicating about a larger problem takes time and attention away from the children that are in their care. Please speak to the teachers during the hours they are at school concerning issues that may need more time. Thank you for your assistance!

Payment drop box

Payments in the form of a check may be dropped into the slotted lock box in the entry kiosk. Cash payments require a receipt written by one of the teachers.

Folder information

Information for your family will be put in the folder above your child's cubby. Parents are expected to collect the papers in the folder each day. Christ Light messages, special notices, children's work are examples of items teachers will be sending home.

Christ Light (Preschool)

During the week, parents will receive a detailed explanation of the Bible lesson the children will be learning that week with a color picture and application ideas for parents to use at home.

Complaints, grievances and questions

At times, parents may have concerns or complaints. God's Word gives us guidance in how to handle these situations. (See Matthew 18 and I Corinthians 13.)

- Speak first to the adult with whom you have a concern or complaint before speaking with anyone else.
- If the issue has not been resolved, speak with the Summer Program Administrator. If that does not resolve the issue, speak with the Director or one of our church's pastors.
- If you still feel that your issue is not resolved, speak with the Education Committee chairman.

Admissions and Financial Policies

Non-discrimination policy

St. Paul's Lutheran will admit children of any race, color, gender, nationality and ethnic origin between the ages of 3 and 14 years. A child does not have to come from a Christian family to attend. All children in our program must be fully toilet-trained and self-sufficient in the bathroom. This policy means no pull-ups or diapers are allowed.

St. Paul's Lutheran teachers and leaders will do their very best to accommodate and nurture any child. Children who have serious allergies, are physically handicapped, emotionally disturbed or have severe learning disabilities will be accepted if it is determined that:

- The school is able to meet the needs of the child
- There will be no adverse effect upon the other children. For example, through the direct behavior of the child or requiring staff attention that is needed to serve other children

It is the Lord's desire that we have compassion for all His children regardless of any physical or mental disability. However, our school is not equipped to serve children with more serious handicaps. Please speak with the Director for additional questions or suggestions of local organizations that are able to serve children with special needs.

Exclusions

St. Paul's Lutheran reserves the right to exclude children from admission or attendance due to the following:

- The child appears ill, overtired, or unable to participate in the daily program
- Child is not developmentally ready for the preschool curriculum or routine
- Child is not toilet trained (See the non-discrimination policy)
- Our program cannot meet the needs of the child with reasonable accommodations
- Child does not abide by the standards of conduct as specified in the parent handbook
- Parents do not observe the policies outlined in the parent handbook
- Non-payment or late payment of fees (See financial policy)

Order of admission

Applications for admission for the year are accepted in the following order:

- Children of members of St. Paul's Lutheran Church
- Children of members of our sister congregations in the Black Hills
- Children from families with no church home
- All other children with a church home

Financial policy

Children are enrolled with the understanding that they will remain for the full summer or at the discretion of the program staff. **There is no tuition refund because of dismissal, withdrawal, or absence.**

A non-refundable registration fee is required upon submission of the enrollment form. **This summer registration fee will be charged per child.** We run two enrollment programs each year. Enrollment in the school year program terminates in May. Enrollment in the summer program terminates in August. Enroll in the next available program to continue attendance.

Tuition invoices are emailed from SmartCare to the email address provided on the enrollment form. Families are required to provide an email address where all tuition invoices can be emailed and received. **It is the family's responsibility to notify St. Paul's Lutheran if these emails are not being received or if the email address has changed.** Check payments are due by the end of the week.

In the event of a special circumstance or an exception is needed, Director approval is required. This approval must be obtained before the payment is late. **If a family has missed two consecutive payments and no prior arrangement has been made, a parent or guardian will be informed that the child may not attend the center nor can a place be reserved for the child until payments are current. This may result in the child losing his/her enrollment space.** Families who have two consecutive late fees twice in a semester will be automatically enrolled in Online Bill Pay. Any subsequent fees will also be applied to their next invoice.

St. Paul's Lutheran reserves the right to alter this policy when necessary.

Financial policy during public emergencies

St. Paul's Lutheran Preschool defines a public emergency as a local, state, national, or global situation that prohibits students and program staff from entering our building resulting in a program closure. Examples include, but are not limited to, health pandemics, ongoing physical or terrorist threats, or other prolonged environmental factors that compromise the safety and well-being of those in our facility.

In the event that St. Paul's or a government agency decides to close our preschool due to a public emergency, a reduction of charges will only be assessed after 3 or more days of closure per incident. Reduction of rates will be assessed in week or half week increments.

We respect the right of every family to keep their child home at any time. No rate reductions or refunds will be assessed if a family makes a personal decision to withhold their child from attendance while our center is in operation. In this situation, we invite families to communicate their plans to return to attendance at St. Paul's.

The following are not public emergencies:

- Closures due to severe or inclement weather (See the Inclement Weather Policy of our handbook)
- Individual child illness
- Any other reason a family would make a personal decision to keep their child at home while our program is open.

Refunds/Credits due to a public emergency

Families who have a credit on their account may be due a refund. Refunds in the form of a check will be distributed to all families not returning to our enrollment. Returning families will automatically receive the applicable credit on their next enrollment. We certainly understand there may be circumstances in which

returning families need their funds returned. We kindly ask those families to email the Director so our ministry can process your refund check at the end of the pertaining semester.

Tuition payments

- Cash or check payments are to be placed into the payment drop-box. Please obtain a receipt before placing cash payment in the box. Checks are to be made payable to St. Paul's Lutheran Preschool.
- Payments are due by the end of the current week. **Any over-payments will be credited to your family account. No change will be given.**
- A late payment fee of \$15 is applied when payment is more than 2 days late.
- If a family has missed two consecutive payments and no prior arrangements have been made, a parent or guardian will be informed that the child may not attend the center nor can a place be reserved for the child until payments are made current. This may result in the child losing his/her enrollment space. Families who have two consecutive late fees twice in a semester will be automatically enrolled in Online Bill Pay.
- A fee of \$25 will be charged for checks returned for insufficient funds.
- SmartCare will assess a \$30 fee for every failed online payment. Autopay will attempt payment re-authorization every 48 hours unless the parent turns off autopay. This fee is the responsibility of the parent.
- If there is a financial concern, please speak with the Director before it becomes a problem.

Payment Options

Payment Type	Notes	When the payment is made	Fees
Pay up front	Email Mrs. Demasi at jdemasi@stpaulsknights.org for the summer total. No discount is given for a summer up front payment.	First day of attendance	Free
Check or cash	Drop this payment into the payment box. We recommend receiving a receipt for cash payments.	By Friday, each week	Free
ACH	This transaction is specific to the family's bank account . Upload your family's bank information directly onto SmartCare. Weekly fees are bundled into one monthly payment.	Once a month, at the beginning of the month.	Free
Debit or Credit Card	Upload your debit or credit card information directly onto SmartCare. Fees will apply for failed payments.	By Friday, each week	2.85% convenience fee

Online Bill Pay

Through SmartCare, St. Paul's Lutheran offers two online bill payment options.

1. **Automatic Withdrawal (ACH)** is the *only* online bill pay option with no additional fee. St. Paul's Lutheran will automatically withdraw the funds from the bank account when the account is invoiced.
2. **Debit/Credit Card** payments will incur an additional 2.85% service fee.

Other important information regarding online bill pay services:

- All ACH payments will be billed at the beginning of each month, for the current month.
- Families paying online may only pay by the month. Paying weekly is not allowed.
- If a payment is rejected due to insufficient funds or inaccurate bank information, families are subject to St. Paul's \$15 late fee policy. Families should contact their banking institution for any additional fees.
- SmartCare will assess a \$30 fee for every failed payment. Autopay will attempt payment re-authorization every 48 hours unless the parent turns off autopay. This fee is the responsibility of the parent.
- All payment activity may be viewed online in the SmartCare Parent Portal.
- If enrollment terminates, any outstanding balances will be withdrawn immediately.

Access Fob Policy

There are two options for building access. Each family may use **either or both** options. Selections for building access are communicated by the family at the time of enrollment.

- **Access fobs** are available for a \$10 deposit *per fob*. The deposit is returned when the fob is returned. No money will be returned if the fob is lost or stolen.
- **Personal devices** may be used to access the building. This is a *free* option. A registration link is sent from a third party called Paxton 10 via email. Instructions to download the app are included in the email.

Withdrawal

When withdrawing a child from our program, written notice to the Director is required 2 weeks in advance. If two weeks' notice is not given, the parent will pay the tuition for the two weeks after notice was given. If the parent later re-enrolls the child, the parent must pay another registration fee.

Registration procedure

1. Submit the enrollment application online.
2. Pay the **non-refundable** registration fee.
3. Submit the child's current immunization record during the first week of attendance (unless the child attended St. Paul's during the last school year). Request a religious waiver by emailing director@stpaulsknights.org.



2024 Summer Fees and Tuition Schedule

Follow the steps below to register your child for the 2024 Summer Program. New families need to schedule a tour before proceeding.

1. Visit our preschool website>>Programs and Registrations.
2. Review our registration process. This process includes reviewing the summer program handbook, completing the enrollment application, paying the registration fee and submitting your child's immunization records.
3. The fee schedule below will answer your payment questions.

Registration Fees (non-refundable)

Per child	\$60
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Additional Fees

Fob deposit <ul style="list-style-type: none"> • The deposit is applied to the first week's invoice and is refunded when the fob is returned. • Entry via a secure access link on your personal device is free. 	\$10/fob
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Weekly Tuition Rates

5 Days/week Preschool and Childcare All preschoolers, even those entering kindergarten in the fall, will remain in summer preschool.	\$175
5 Days/week School-age School age children must have finished at least one year of kindergarten.	\$175
<ul style="list-style-type: none"> • A 5% discount is offered for second and third siblings enrolled for the summer. • There are no advanced payment discounts for our summer program. • The value of one week per child will be applied to all planned vacations. Please tell the director in advance of taking the vacation so we may credit your account in a timely way. 	

No activity fee will be charged.

Updated: January 2024

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EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Updated January 2024

PLAN DEVELOPED BY: ST. PAUL'S LUTHERAN PRESCHOOL

DATE: 5/18/2020

PROGRAM INFORMATION:

PROGRAM NAME: St. Paul's Lutheran Preschool

LICENSE NUMBER: 16, 598, 628

PROGRAM ADDRESS: 835 E. Fairmont Blvd.

PROGRAM PHONE NUMBER: 605-341-5385

EMAIL: director@stpaulsknights.org

DIRECTOR NAME: Nicole Maddox

DIRECTOR PHONE NUMBER: 605-391-6139 C

605-519-2692 H

EMERGENCY CONTACT: Aaron Schwartz, principal

EMERGENCY CONTACT NUMBER: 608-397-4179

2ND CONTACT: Pastor James Hemmelman

EMERGENCY CONTACT NUMBER: 507-429-1360

NUMBER OF CHILDREN ENROLLED: 46

NUMBER OF STAFF EMPLOYED: 7 and Director

EMERGENCY CONTACT INFORMATION:

Program	Name	Phone	E-mail
Medical Emergency		911	
Police		911	
Fire		911	
Hospital	Monument Health Center	755-1000 ER: 341-8222	
Poison Control	Nat'l Poison Control	1-800-222-1222	
Insurance	American Church Group of the Dakotas 2855 S 70th Street, Ste 101 Lincoln, NE 68506	877-794-2330	Dustin Strand
Out-of-area contact person	Pastor Mark Schutz	Cell:(605) 639-0108 Church:(605) 722-3857	pastorschutz@hopelutheran.us
Near evacuation site contact	Bible Fellowship Church Pat Kung	605-391-5057	
Far evacuation site contact	Rapid City Christian School	605-341-3377	jhewitt@rcchristian.org

	Julie Hewitt		
Child care licensing specialist	Andrea Neff	394-2525 ext. 611	Andrea.Neff@state.sd.us
Child Protection Services		394-2525	
Local Emergency Management	Dustin Willett	394-2185	
Electric company	Black Hills Energy	605-341-7900	
Gas company	Montana Dakota Utilities	605-342-0160	
Water company	City Finance Office	605-394-4143	
Building inspector	Albertson Engineering 3202 W. Main St Ste C	605-343-9606	
Plumber	Action Mechanical	605-348-5212 After hours emergency: 605-721-8029	

LOCATION OF EMERGENCY ITEMS

- **Daily list of children attending the program:** clipboard on counter in each room
- **Children's emergency contact info:** clipboards in each classroom, emergency backpacks by each back door, preschool office, emergency bin in basement
- **Emergency supplies:** in the mechanical room, next to shelter-in-place location-lower level hallway under the church
- **Location of building water shut off:** Mechanical room, lower level of church, shut-off is the red knob nearest the floor
- **Location of building electrical/gas shutoff:** Electricity-main breaker shut-off is on the back wall of the mechanical room on the lower level. Gas-The main gas shut off is located outside on the south east side of the church. It is in the fenced area and the meter is attached to the wall.

EMERGENCY TYPE: EVACUATION PLAN (for fire, intruder or explosive threat emergencies):

Director or designated staff member will bring daily list of children in attendance as well as emergency contact information (clipboards and backpacks). Children will evacuate through the nearest exit and walk a safe distance away from the building. This may be toward the west, staying on our sidewalk or across the street. Should sheltering for extended periods be necessary, students will evacuate to Bible Fellowship Church (near evac site). If sheltering in the near vicinity of school is impossible, students and staff will shelter at Rapid City Christian (far evac site).

ACCOMMODATIONS OF VULNERABLE PERSONS:

Children or staff with a disability: Each staff member will ensure the safe evacuation of all students in his/her care. Any students with disabilities will be accommodated by staff as needed. Should staff with disabilities be hired, an action plan will be created so that both staff members and the children in that individual's care can evacuate safely.

Children or staff with a chronic medical condition: Each staff member will ensure the safe evacuation of all students in his/her care. Students with chronic medical conditions will be accommodated. Any necessary medications will be retrieved from above the sink in the West room. Upon hire (or as circumstances warrant), all staff with chronic medical conditions will assist in creating an action plan so that all staff and children can evacuate safely in possession of all necessary medications and assistance.

ALTERNATIVE LOCATIONS:

1. Evacuation Site-Near (within walking distance of the program)

Name of facility: Bible Fellowship Church

Address or location of facility: 1212 E. Fairmont Blvd.

Contact person: John or Pat Kung (janitor and current treasurer)

Site phone number: 605-343-3604

Cell phone number: 605-391-5057 (Pat)

Facility has 3 rooms in the lower level of the building that are designed for children's use (Sunday School and nursery) Bathrooms are located immediately outside those rooms and none of the rooms contain exterior doors.

2. Evacuation Site-Far (outside the program community)

Name of facility: Rapid City Christian School

Address or location of facility: 23757 Arena Dr. Rapid City, SD 57702

Contact person: Julie Hewitt, principal

Site phone number: 605-341-3377

Cell phone number:

Facility has a large gym with access to restrooms, limited outdoor access and is generally safe for children under supervision

EMERGENCY TYPE: SHELTER IN PLACE (for tornado emergencies):

The shelter in place room is located in the east end of the fellowship hall (below church) on the lower level of the building. Emergency supplies are located in the mechanical room next to the lower level bathrooms below the church.

EMERGENCY TYPE: LOCK-DOWN PROCEDURES (for intruder emergencies):

Our facilities are locked at all times. Teachers will lock the doors and close the shades on all windows and doors.

In the event of a lock-down, children may:

- conduct normal activity within their classrooms if it is safe to do so
- shelter in place by barricading and/or hiding within a classroom

EMERGENCY SUPPLIES:

toilet paper	disposable cups	bottled water	paper towels	first aid kit	plastic/garbage bags
weather radio w/ batteries	relocation site agreements	granola bars or non-perishable food	extra children's clothing	parent contact info	hand sanitizers
flashlight and batteries	medical releases for children				

COMMUNICATION PLAN:

In the event of an emergency, parents will be notified through text message by either the Director, Summer Administrator or school principal. All announcements will also be broadcast on the radio-am station 1380 KOTA. The emergency plan is shared with parents in the parent handbook upon enrollment and in each fall of the school year. All staff receive training in the emergency plan upon hire and as each new school year begins.

REUNIFICATION OF CHILDREN WITH FAMILIES:

Once all-clear has been given, regardless of emergency, students will be reunited with families in the following way:

- 1) If sheltered in place, parents and/or emergency contacts will be notified by text message and radio announcement from the Director or Principal that it is now safe for children to be picked up. Normal pick-up procedures as stated in the handbook will be followed.
- 2) If sheltered in an evacuation location, parents and/or emergency contacts will be notified by text and radio announcement from the Director or Principal that it is now safe for children to be picked up. Normal pick-up procedures as stated in the handbook will be followed.

RE-OPENING AFTER AN EMERGENCY:

- 1) Before re-opening, the building will be inspected both to make sure the building is sound (building inspector) and to make sure it is fit for childcare provision (licensure specialist).
- 2) All service-providers to the site will be notified (meal service, carpet cleaning, janitorial, etc.).
- 3) Parents will be notified of dates for re-opening, as well as any new procedures that will need to take place.
- 4) Continued emotional and spiritual care following the emergency will be offered for both children and their families by the pastors and staff of St. Paul's Lutheran as needed.