



# Saint Mark

LUTHERAN CHURCH

## Saint Mark Preschool Parent Handbook

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

Matthew 19:14

Revised June 2019

## Table of Contents

Staff.....	2
Welcome.....	3
Admission.....	3
Tuition and Fees.....	4
Schedule of Operation.....	4
Snacks/Meals.....	4
Discipline.....	5
Arrival/Departure/Ext. Care, Communication.....	5
Health and Wellness.....	6-7
Weather/Closings.....	7
Emergencies.....	8
Herbicide/Pesticide Applications.....	8
Notice of Licensing Book.....	8
Diversity Awareness and Cultural Competence.....	9
Curriculum.....	9
Daily Schedules.....	10-13

### Our Staff

#### Staff Qualifications

- The staff at Saint Mark Preschool hold Associate or Bachelor’s Degrees in Elementary and/or Early Childhood Education.
- Comprehensive background checks have been completed on all staff.
- The staff participates in yearly professional development.

Mrs. Rebecca Beech (rbeech@saintmarkgr.org)

Mrs. Beech joined Saint Mark Preschool for the 2018-19 school year as a teacher in a three year old classroom and the afternoon aide in the Bridge and Extended Day classroom. She holds an Associates Degree in Early Childhood Education from Grand Rapids Community College.

Mrs. Andrea Bever (abever@saintmarkgr.org)

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

Mrs. Ellen Godbold (egodbold@saintmarkgr.org)

Mrs. Godbold served in various teaching positions at Saint Mark for 10 years prior to serving as pre-school teacher. Mrs. Godbold has taught three and four year old preschool at Saint Mark for the past 6 years. She holds a Bachelor’s in Education from Concordia University with an emphasis in Early Childhood.

Mrs. Chris Stodola (cstodola@saintmarkgr.org)

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

Please feel free to contact us at the e-mails listed above, or call the office at 455-5320 to speak with us.

## Welcome

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

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

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

## Our Mission

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

## Our Philosophy

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

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

## Student Enrollment/Non-Discrimination Policy

Saint Mark Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and tuition assistance programs or other school administered programs.

## Criteria for Admission

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

## Withdrawal

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

### Tuition and Fees

- Payments are due on the 1st of the month and must be received by the 5th of the month.
- Any payments not received by the 5th of each month will be charged a late fee of **\$35.00**. This charge will be added directly to your tuition account.
- It is vital to communicate with the preschool and TADS regarding any circumstances, as they develop, regarding timely tuition payments.
- In addition to the application fee and tuition, a yearly materials fee will be assessed.
- No adjustments will be made to your child's tuition for absences due to illness, vacations or bad weather days.
- Preschool tuition payments begin on August 1st.

### Dismissal

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

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

### Schedule of Operation

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

### Days and Hours of Operation

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

### Snacks/Meals

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

## Discipline

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

### The teacher may:

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

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

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

## Arrival

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

## Departure

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

## Extended Care

Before and after school care may be offered if enrollment is sufficient. Families must request and schedule extended care. A separate permission form needs to be signed for Extended Care attendance. Please ask for a copy in the office.

## Communication

- The preschool staff will communicate with families daily. If there is a joy or concern to share, we will speak with you that day.
- Parents will receive a Monthly Newsletter at the beginning of each month.
- Parents will receive a Weekly Note detailing that week's lessons.
- Notify the school office of absences due to illness. (616-455-5320)
- E-Mail-please provide an e-mail address that you use frequently. Please write it legibly.
- Connect to our private families only Facebook page. To request permission to join search: Saint Mark Preschool Families.

## Health and Wellness Plan

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

Parents will be contacted in illness or injury situations. If we are not able to reach parents, the preschool will contact the emergency person indicated on the Child Information Record.

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

### Hand washing

Signs are posted in each bathroom with hand washing instructions.

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

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

### Handling bodily fluids

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

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

### Illness

#### During the school day

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

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

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

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

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

**Parent Communication**

- The preschool will post any reported illness daily at the sign-in table

**Health and Family Resources**

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

**Accidents/Injuries/Incidents**

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

**Medications**

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

**Weather/Closings**

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

### Emergency-Tornado

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

### Emergency-Fire

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

### Emergency-Crisis

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

### Herbicide and Pesticide Applications

- Families will receive notice in September of yearly scheduled herbicide or pesticide applications.
- Families will receive advance notice of any additional herbicide or pesticide applications.
- The preschool will notify families by e-mail and by printed notice.
- The notice will contain information about the substance applied, purpose, location, date, preschool contact information and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture.

### Supplies and Clothing

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

### Notice of Availability of Licensing Notebook

- **Saint Mark Preschool maintains a Licensing Notebook which contains all of the inspection and special investigation reports and related corrective action plans since May 28, 2010.**
- **It is available to parents during regular business hours.**
- **Reports are also available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).**

### **Diversity Awareness and Cultural Competence Statement**

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

#### **Saint Mark Preschool:**

- Values and respects diversity and recognizes that diversity adds richness and vibrancy to the classroom.
- Treats all students and families with equity and fairness.
- Values and encourages the use of native language.
- Engages staff in the education of student's cultural backgrounds.
- Educates staff in understanding our own cultural bias.
- Encourages families to bring a translator or to translate for each other at informational meetings and parent conferences.
- Invites and encourages all families to be involved in the life of the preschool while understanding that many factors can affect interactions across cultures.
- Develops relationships with families by interacting with them daily, initiating conversation, listening to learn about their background, culture, history, needs and their desires for their child.
- Adapts and designs educational services based on an understanding of student's cultures and makes every effort to institutionalize that knowledge so that the preschool can better serve diverse populations.
- Demonstrates the love of Christ to all families and children in our care.

### **Curriculum**

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

There are three components to the curriculum:

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

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

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

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

# Saint Mark Lutheran Preschool

## 3 Year-Old Daily Schedule

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

**Special Events will be scheduled throughout the school year.**

Revised 6/20/17

# Saint Mark Lutheran Preschool

## 4 Year-Old A.M. Daily Schedule

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

**Special Events and Field Trips will be scheduled throughout the school year.**

# Saint Mark Lutheran Preschool

## 4 Year-Old P.M. Daily Schedule

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

**Special Events and Field Trips will be scheduled throughout the school year.**

**Saint Mark Lutheran Preschool**  
**Bridge Kids A.M. & P.M. Daily Schedule**  
**4 Year-Old Extended Day Schedule**

	Monday	Wednesday	Friday
8:15-8:45	Welcome and Play ("Play With Purpose" and "Clean-Up" in Bridge Room)	Welcome and Play ("Play With Purpose" and "Clean-Up" in Bridge Room)	Welcome and Play ("Play With Purpose" and "Clean-Up" in Bridge Room)
8:45-9:05	Opening (Welcome Song, Calendar, Helpers, Flags, Weather)	Opening (Welcome Song, Calendar, Helpers, Flags, Weather)	Opening (Welcome Song, Calendar, Helpers, Flags, Weather)
9:05-9:10	Brain Break	Brain Break	Brain Break
9:10-9:20	Language & Literacy	Language & Literacy	Language & Literacy
9:20- 9:45	Handwriting	Handwriting	Handwriting
9:45-10:00	Exploring God's Word (Bible Story, Bible Songs, Prayer)	Exploring God's Word (Bible Story, Bible Songs, Prayer)	Exploring God's Word (Bible Story, Bible Songs, Prayer)
10:00-10:35	Bathroom and Snack	Bathroom and Snack	Bathroom and Snack
10:35-11:00	Recess	Recess	Recess
11:00-11:15	Math	Specials: 1x/month	Math
11:15-11:30	Sharing Bag	Chapel, Library, Music, Art	Sharing Bag
11:30-12:10	Lunch	Lunch	Lunch
12:10-12:40	Outside Recess	Outside Recess	Outside Recess
12:40-1:10	Rest and Relax	Rest and Relax	Rest and Relax
1:10-2:05	Centers/Small Group & Individual Instruction	Centers/Small Group & Individual Instruction	Sci-Fri
2:30-3:00	Book Nook (Guest Reader)	Book Nook (Guest Reader)	Book Nook (Guest Reader)
3:00-3:15	Closing/ Dismissal	Closing/ Dismissal	Closing/ Dismissal

**Special Events and Field Trips will be scheduled throughout the school year.**

# Saint Mark Lutheran Preschool

## Extended Day Schedule

	<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>
<b>11:30 a.m. - 12:10 p.m.</b>	<b>Lunch</b> (Bathroom, Prayer, Parent Provided Lunch)	<b>Lunch</b> (Bathroom, Prayer, Parent Provided Lunch)	<b>Lunch</b> (Bathroom, Prayer, Parent Provided Lunch)
<b>12:10 p.m. - 12:40 p.m.</b>	<b>Gym or Outdoor Play</b>	<b>Gym or Outdoor Play</b>	<b>Gym or Outdoor Play</b>
<b>12:40 p.m. - 1:10 p.m.</b>	<b>Rest and Relax</b>	<b>Rest and Relax</b>	<b>Rest and Relax</b>
<b>1:10 p.m. - 2:45 p.m.</b>	<b>Small Group Activities And/or Individual Instruction in Math, Language, Literacy</b> (Bridge Room)  ("Play With Purpose") (Zebra Room)	<b>Small Group Activities And/or Individual Instruction in Math, Language, Literacy</b> (Bridge Room)  ("Play With Purpose") (Fish Room)	<b>Small Group Activities And/or Individual Instruction in Math, Language, Literacy</b> (Bridge Room)  ("Play With Purpose") (Owl Room)
<b>2:45 p.m. - 3:00 p.m.</b>	<b>Snack</b> (Parent Provided)	<b>Snack</b> (Parent Provided)	<b>Snack</b> (Parent Provided)
<b>3:00 p.m. - 3:15 p.m.</b>	<b>Closing Activities</b> (Song, Prayer, Cheer)	<b>Closing Activities</b> (Song, Prayer, Cheer)	<b>Closing Activities</b> (Song, Prayer, Cheer)

# Saint Mark Lutheran Preschool

## Bridge Kids A.M. Daily Schedule

	<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>
<b>8:15 a.m. - 8:45 a.m.</b>	<b>Enrichment Activities</b> (“Play With Purpose” and “Clean-Up” in Bridge Room)	<b>Enrichment Activities</b> (“Play With Purpose” and “Clean-Up” in Bridge Room)	<b>Enrichment Activities</b> (“Play With Purpose” and “Clean-Up” in Bridge Room)
<b>8:45 a.m. - 9:05 a.m.</b>	<b>Opening</b> (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations, Secret Sack)	<b>Opening</b> (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations, Secret Sack)	<b>Opening</b> (Welcome Song, Helpers, Flags, Calendar, Weather, Birthday Celebrations, Secret Sack)
<b>9:05 a.m. - 9:30 a.m.</b>	<b>Exploring God’s Word</b> (Bible Story, Bible Songs, Prayer)	<b>Exploring God’s Word</b> (Bible Story, Bible Songs, Prayer)	<b>Exploring God’s Word</b> (Bible Story, Bible Songs, Prayer)
<b>9:30 a.m. - 9:45 a.m.</b>	<b>Brain Break</b> (Classroom, Gym, or Playground)	<b>Brain Break</b> (Classroom, Gym, or Playground)	<b>Brain Break</b> (Classroom, Gym, or Playground)
<b>9:45 a.m. - 10:15 a.m.</b>	<b>Large Group Academics</b>	<b>Large Group Academics</b>	<b>Large Group Academics</b>
<b>10:15 a.m. - 10:35 a.m.</b>	<b>Snack Time</b> (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)	<b>Snack Time</b> (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)	<b>Snack Time</b> (Bathroom, Prayer, Parent Provided Snack, Sharing Bag, All About Me Poster)
<b>10:35 a.m. - 11:00 a.m.</b>	<b>Gym or Outside Play</b>	<b>Gym or Outside Play</b>	<b>Gym or Outside Play</b>
<b>11:00 a.m. - 11:30 a.m.</b>	<b>Small Group and Individual Instruction</b> <b>Learning Centers</b> (Large group follow up activities)	<b>Small Group and Individual Instruction</b> <b>Learning Centers</b> (Large group follow up activities)	<b>Small Group and Individual Instruction</b> <b>Learning Centers</b> (Large group follow up activities)
<b>11:30 a.m. - 12:10 p.m.</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>

**Specials such as Chapel, Art, Music, Library and Science will be scheduled each week.**

**Special Events and Field Trips will be scheduled throughout the school year.**