

**St. Luke's Day School**  
**PreK Department — Part Day**  
**General Information**

**We recommend that you review your 2024-2025 Family Handbook carefully. Here are some highlights that need your special attention as your child begins the new school year.**

**Arrival/Dismissal:** Drop off is from 9-9:15 a.m.; plan to arrive on time. We start promptly and do not want your child to miss out on greeting rituals or instructions for the day. You can help us ensure the best possible beginning to your child's day by arriving on time. Pick-up time is between **2:15 and 2:30 p.m.** Monday through Friday. Children become concerned if they are left waiting after the others have been picked up. If you are late, your child will be waiting for you in the Activity Center Lobby accompanied by his teachers. Please be sure to sign out your child in the late binder.

**Secure Access Key Tags:** St. Luke's UMC maintains a secure access system at entrances to the children's wings of campus. The Activity Center entrance (main entrance for SLDS) will be unlocked during peak drop off and pickup times, for example 9-9:30 a.m. and 2:15-2:30 p.m. All other entrances to the school will remain locked throughout the day. Please keep a key tag with you! **When the Activity Center entrance is locked, parents and caregivers will show their key tag to the security guard and/or Welcome Desk attendant to gain access to the secure area.** Every family starts with three key tags, which will be given at the start of school; extras are available at the Welcome Desk in the Activity Center lobby. Thank you for your support as we work to keep our children safe!

**Signing In/Out:** Teachers will sign your child in and out daily, as parents are dropping off at the classroom.

**Snacks:** Each child needs to bring a morning snack daily. Be sure to label the snack with your child's name and make it ready to be eaten independently. We encourage nutritious, low-sugar, ready-to-eat snacks. Please do not send yogurt in tubes. Water is served with snacks.

**Lunches:** As with snacks, we encourage healthy, nutritious lunches that are prepared and ready to eat with limited adult assistance. We have found from experience that juice boxes work well in lunch boxes. They don't turn over as easily as a thermos or Sunny Delight, etc. Please limit sugary treats; if your child has a lot of extra treats or junk food in his or her lunch, it is likely that the healthy food will not be eaten. Please do not send soft drinks, yogurt in tubes, baby carrots, or candy.

**Cup and Utensils:** St. Luke's Day School is endeavoring to do our share to teach children environmental responsibility. Please bring and take home eating utensils and a 4- to 8-ounce plastic cup (with a lid) every day. Label everything, please!

**School Bag:** Each child will receive a St. Luke's school bag with a luggage tag ID. Include a small light blanket for quiet time as our rooms may get cold. Lunch boxes may be carried separately. All items are to be labeled with your child's name. Please send your child with their SLDS school bag on the first day their class meets. We recommend leaving your child's school bag at school all week to be taken home on the last day their class meets. *Backpacks, totes, and rolling luggage bags are not allowed due to space limitations.*

**Clothes:** Please send your child in play clothes. Sometimes our projects are messy and we do get dirty from time to time. We want your child to feel relaxed and enjoy school without worrying about getting his clothes dirty. Also, please do not send your child to school wearing jewelry, belts, or suspenders.

**Shoes:** We recommend that children wear **rubber-soled, close-toed shoes (required for participation in motor class)**. No boots or sandals; they are unsafe on the Outdoor Classroom.

**Please Label Everything:** Lunch boxes, blankets, jackets, sweaters, etc., **must** have your child's name on them for easy identification and for recovering lost items.

**Extra Set Of Clothes:** Send a large, labeled Ziploc bag containing an extra set of clothes (socks, underwear, shirt, shorts—all labeled with your child's name). Sets of clothes are stored in the classroom for convenience. As seasons change and children grow, please remember to send appropriate clothes for your child.

**Toys/Stuffed Animals:** A single, small stuffed animal is acceptable for quiet time. Please **do not** allow toys to come to school. There will be opportunities for your child to bring in special things during the year and we will notify you of those times.

**Show and Share:** Special pets, bugs, and “neat things from outside” are always welcome. In addition, we encourage artwork, a child-created story, or a special book that fits the theme of our studies. We will also have News of the Day, which is an opportunity for your child to talk and share a little bit of his or her life with us. This is a time for expression, not necessarily showing. Please see your child's teacher for the Show-n-Share schedule for your class.

**Medications:** In the event your child requires medication while at school, please hand the medication to the attendant at the SLDS AC Welcome Desk. Do not deliver medications directly to classrooms. A “Medication Dosage” form can be found on our website. Please complete and sign the form noting specific time of day and dosage amount to be given and place the form in the zip lock bag along with the medication.

**Quiet Time:** We enjoy a quiet time following lunch Monday through Friday. Each child needs an approved plastic fire-retardant rest mat, which may be purchased from the SLDS online store. State licensing requires that all mats be in good condition, free of damage. All mats are kept in the classroom. Children rest but are not required to nap. We have found that soft towels and extra-large pillowcases allow the children to prepare their quiet space independently; please do not send fitted crib sheets.

**Curriculum and Early Academics:** St. Luke's Day School's philosophy and goals for curriculum, classroom environments, and promoting academic readiness are outlined in the Family Handbook.

**Parties/Events:** The class parties are Halloween, Christmas, Valentine's, Easter, and End of Year. Parents may sign up at the first of the year to help with the parties. Our primary aim is to keep the focus of each party on the children. Parents are encouraged to participate while keeping this goal in mind. Please help us make sure the children do not become overwhelmed or overstimulated by following these classroom party guidelines:

- Work with the teachers to keep party preparations simple,
- Instead of attending all parties, choose two or three to alleviate overcrowding,
- Make alternative arrangements for care of younger or older siblings.

Other special events include the Thanksgiving Feast, Kite Flying with Dad, Mother's Day Tea, and PreK Capers; parents are encouraged to attend.

**Parent Involvement:** There are many opportunities for parents to help in our classrooms. We have holiday parties, guest reading, book bags helpers, etc. Signups, available via REMIND/Sign-Up Genius, are provided for each opportunity. If you have a special talent, hobby, story, family tradition, or interest you would like to share with the class, please let us know. We encourage your involvement! Additionally, the Parent Advisory Council (PAC) has many opportunities for parent participation and will be sending out information this fall. Please volunteer your time!

**Here Trips:** These in-house field trips allow the children to explore our community by having representatives come to the school. Examples may include visitors from the fire department, a local dentist, the Nature Discovery Center, and a theater troupe. If you have any suggestions or resources, please contact your child's teacher.

**Thank you so much for helping us begin a successful and enriching year with your child!**

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