

# *St. Louis Unified School*

*Pre K-2<sup>nd</sup> Grade Class*

*Handbook*



*"Where Strength is found in God's Knowledge and character is developed for all eternity"*



## Welcome!

It is my pleasure to welcome you to our Pre K - 2<sup>nd</sup> Grade Class at St. Louis Unified School. We are excited that you chose to entrust us with your child and we look forward to getting to know your family this year. St. Louis Unified School is dedicated to helping Children to learn about God's love as well as grow spiritually, academically, socially, and physically.

Please take some time to read through this entire handbook. This handbook is here to help guide you through our classroom and to help answer any questions you may have about our program.

Sincerely,

Mrs. Carla Drake

Pre K - 2nd Grade Teacher

**Philosophy** - *The Pre K - 2nd Grade Class has its foundation in the Biblical imperative for purposeful training of the young child. We are counseled to teach the words of Scripture "diligently unto thy children," and to "train up a child in the way he should go" (Deuteronomy 6:7 and Proverbs 22:6, KJV).*

*The Pre K - 2<sup>nd</sup> Grade education is the beginning of a continual growth process. In partnership with the home and church, it is essential that a balanced Pre K - 2<sup>nd</sup> Grade program be established to meet the needs of a child's spiritual, physical, intellectual, social and emotional development.*

*Children mature at different rates, therefore children are allowed to progress at their own pace when learning new skills and concepts. They should not be forced into a prescribed pace which may be too fast for some children and too slow for others. In our Pre K - 2<sup>nd</sup> Grade Class, concepts are introduced and re-introduced as needed, allowing each child to mature and learn at their own rate.*

**Mission Statement** - *To provide young children with Christ-centered, developmentally - appropriate experiences in safe, nurturing environments that are aligned with the beliefs and values of the Seventh - day Adventist Church. It is our mission to provide a safe Christian environment that focuses on the skills that are appropriate for their development.*

**Admission to School** - *Enrollment of children into our Pre K-2nd Grade classroom is voluntary and every parent should have an understanding of the values and objectives of Adventist education. Enrollment is granted to any child without discrimination on the bases of race, gender, color, religion, and national origin. Each child has unique individual needs that should be considered when admitting children to our classroom. Children enrolling in the school must submit copies of the following:*

- 1. Birth Certificate**
- 2. Social Security number**
- 3. Current immunization record**

## **Tuition**

Payments are due at by the 10th of each month and are considered late after the 16<sup>th</sup>. Payments are made to Mrs. Blinda Cooper in the St. Louis Unified School Office.

### **The monthly tuition fees:**

<b>Pre K-Kindergarten</b>	<b>Yearly</b>	<b>10 month installments</b>
<b>Constituent Member</b>	<b>\$3,412.50</b>	<b>\$341.25</b>
<b>Non Constituent</b>	<b>\$3,675.00</b>	<b>\$367.50</b>
<b>Non - SDA</b>	<b>\$3,675.00</b>	<b>\$367.50</b>

<b>1<sup>st</sup> - 2<sup>nd</sup> Grades</b>	<b>Yearly</b>	<b>10 month installments</b>
<b>Constituent Member</b>	<b>\$3,150.00</b>	<b>\$315.00</b>
<b>2Non Constituent</b>	<b>\$3,412.50</b>	<b>\$341.25</b>
<b>Non - SDA</b>	<b>\$3,412.50</b>	<b>\$341.25</b>

### **Activity Fee:**

A one time activity fee of \$75.00 is due at the beginning of the year at the time of registration. This fee will cover the cost of classroom activities and field trips.

### **Application Fee:**

For new students enrolling the application fee is \$275.00 and for returning students the application fee is \$250.00

**Curriculum** - *Our Pre K- 2<sup>nd</sup> Grade curriculum includes a wide variety of developmentally-appropriate, dynamic learning experiences that foster young childrens' spiritual, physical, mental and social needs in a caring environment. Our Curriculum consists of activities that include learning opportunities, both formal and informal. Curriculum resources include:*

**Stepping Stones (K-2nd Grade)**

**Modern Curriculum Press (K-2nd Grade)**

**A Child's World (Pre K/K)**

**Harcourt Math (K-2nd Grade)**

**Scripture Bites (Pre K)**

**Friends and Neighbors (Social Studies)**

**Mc Graw-Mc Millian Science**

### **Uniforms**

**Girls** - Burgundy or Gray polo or school blouses, Khaki shorts, skirts, jumpers, pants, and black shoes. The children also can wear brown or black school shoes.

**Boys** - Burgundy or Gray button up shirts, Khaki shorts or pants, and Brown or black school shoes.

The children will be allowed to bring tennis shoes for recess and P.E.

**On Friday's, the children can wear casual clothes. We ask that the children bring a dollar on those days to go into the casual day fund.**

**Adornment such as rings, toe rings, wrist/ankle bracelets, necklaces, and earrings are not allowed at anytime. Nail Polish for girls must be natural colors. Tattoos of any kind are not permitted.**

**Off - Site Activities** - *Off-Site learning activities (field trips) will take place during normal hours of school operation, developmentally - appropriate activities that are integral to the curriculum, and will meet the denominational standards and governmental regulations for supervision and safety of children, including transportation in vehicles that meet or exceed the requirements for insurance and child - safety seating.*

**Arrival** - School begins at 8:30 am. Pre K -2<sup>nd</sup> Grade students need to arrive before school begins. Parents should drop off students in the gym, saying any "good-bye's" there. This helps the child develop independence and an understanding that school is their job and their classroom duties (putting away their book bags, putting up their homework folders, class work, etc).

**Dismissal** - Monday, Tuesday, Wednesday, and Thursday, school is dismissed at 3:30 pm. Friday we will dismiss early at 1:30pm. All students will be dismissed in an orderly fashion. The children will be taken to the gym and will be walked to their car for pick up. Children will only be released to those persons designated on their car pool list in the office.

**Before and Aftercare** - Before care begins at 7:00am everyday and aftercare is from 3:30 - 6:00 pm, Monday through Thursday, and from 1:30 - 6:00 pm on Fridays. If your child is not picked up by 3:30 pm (1:30 pm on Fridays), they will automatically go to aftercare. The fee for aftercare is \$5.00 and hour. Students who are picked up after 6:00pm will be billed \$1.00 per minute.

**Absences** - When your child will be absent, please call the office and let Mrs. Cooper know. If your child will be out for a long period of time, please let us know ahead of time so we can prepare the child for this absence.

**Illnesses** - St. Louis Unified School requires any child who has any associated with a fever 100.00 degrees or more, a communicable condition such as diarrhea, vomiting, rash, chicken pox, ringworm, pink eye, or other communicable viruses/diseases exclusion from the schools' program. If your child has any of the above conditions please notify the school.

**Safety** - Your child's safety is our top priority. Each month we conduct safety drills that include fire and tornado drills. These drills help to familiarize your child with safety procedures not to cause them undue concern.

**Holidays/Birthdays** - Holidays and Birthdays are very special. We love celebrations in our classroom. Our celebrations take place during the afternoon one hour before school lets out. We are asking for these celebrations that our parents donate healthy store bought treats for our boys and girls.

## **Classroom Procedures**

**Homework Folders** - Homework will be assigned once a week. New homework will be sent home on Mondays and returned on Thursday. Inside the homework folder will be a form that needs to be filled out and returned along with the homework on Thursday.

**Friday Folders** - Friday Folders will be sent home every Friday with completed class work your child completed during the week at school. Please return the Friday Folder on the following Monday.

**Discipline Methods** - In our class we use the Stop and Go Method. Green - Good Day, Yellow - the behavior is slipping, and Red - Stop the behavior. When a student has received a red card then he/she will have to miss ten minutes of their recess time. If the behavior is not better the student will be referred to the Principal's office.

**The Pre-K-2<sup>nd</sup> Grade Class is expected daily to bring the following:**

**A Book Bag**

**Pencil Box (inside- scissors, pencils, crayons, glue sticks, and markers)**

**Change of clothes (Complete with underwear and socks. These items should be placed in a Ziploc freezer bag)**

**A Lunch, if not eating a hot lunch**

**Paint smock (kept at school)**

**Sleeping Mat for Nap time (Pre-K only and it is brought and kept at school)**

**Thank you for entrusting your child to me and the St. Louis Unified School Staff. I will do my best to make your child's year a great one. We will explore together and learn many things. If you have any questions, please feel free to call me here at the school at: 314-869-7800.**







