



Concordia Lutheran School
2016-17

PARENT HANDBOOK

Half-Day Preschool
Full-Day Preschool
Transition to Kindergarten
Kindergarten

13371 West Alameda Parkway
Lakewood, Colorado 80228
303-989-5260 FAX 303-988-3136

www.concordialcms.org

CONCORDIA LUTHERAN SCHOOL STAFF

Emily Pees	Director	303-989-5260
Angelica Gile	Office Assistant	
Aimee Johnson	Transition/Kindergarten Teacher	
Elizabeth Perry	Preschool Teacher	
Debbie Tanner	Preschool Teacher/Floater	
Connie Yoshida	Preschool Teacher	
Kathleen Fitzgibbons	Preschool Teacher	
Becky Barton	Preschool Teacher	
Patty Dawson	Teacher Assistant	
Teri Greenhalgh	Teacher Assistant	
Ashley Pierson	Teacher Assistant	
Barbara Elkins	Substitute Teacher	
Cynthia Enger	Substitute Teacher	

School Hours of Operation

7:00 a.m. – 6:00 p.m. Monday - Friday

CHURCH STAFF

In addition to your child's teaching team, you will be seeing other staff members around our school:

Pastor	Tom Teske	303-989-5260
Minister of Youth and Discipleship	Gregg McCaslin	303-989-5260
Office Administrator	Rebekha Bergstedt	303-989-5260
Office Fax		303-988-3136

Church Office Hours of Operation 8:00 a.m. – 4:30 p.m. Monday - Friday

LICENSURE

Colorado Department of Human Services, Division of Child Care	License: 57633
1575 Sherman Street	
Denver, CO 80203-1714	303-866-5958

MEMBERSHIPS

CAEYC (Colorado Association for the Education of Young Children)
DALECA (Denver Area Lutheran Early Childhood Administrators)

DISCLAIMER

THE BOARD OF CHRISTIAN EDUCATION OF CONCORDIA LUTHERAN reserves the right to revise or amend this handbook in any manner and at any time it deems the revisions or amendments necessary. These revisions or amendments will be considered to be in the best interests of the staff, students, and parents of Concordia Lutheran School.

TABLE OF CONTENTS

Staff	2
Disclaimer	2
Mission Statement.....	4
Purpose and Philosophy.....	4
Licensure.....	4
Non-Discriminatory Admission.....	4
Administration.....	4
Curriculum.....	5
Sunday School.....	5
Partnership.....	5
Conferences.....	6
Website.....	6
Volunteers.....	6
Compliments and Concerns.....	6
Concerns and Grievances.....	7
Class Times and Days.....	7
Attendance, Absence, Tardiness.....	7
Early Arrivals/ Late Pick-ups.....	7
Holidays and Non-Student Contact Days.....	8
Admission, and Age Requirements.....	8
Registration.....	9
Tuition and Fees.....	9
Discounts.....	10
Arrivals and Departures.....	10
Visitors.....	11
School closings—Unscheduled.....	11
Weather—Excessively Hot or Cold.....	11
Clothing.....	11
Toileting.....	12
Sunscreen.....	12
Emergency Procedures.....	12
Accidents at School	12
Health Issues.....	13
Hand Washing.....	13
Allergies.....	14
Medication.....	14
Child Abuse.....	14
Discipline.....	14
Suspension, Termination, Withdrawal.....	15
Food—Snacks, Lunch.....	15
Birthdays.....	16
Holiday Parties.....	16
Television & Videos	16
Special Activities.....	16
Cubbies.....	16
Show and Tell.....	16
Learning Games Library.....	17
Rest Time.....	18
Preparing your Child.....	18

WELCOME

Dear Parents:

We are excited to welcome you and your child to Concordia Lutheran School (CLS) in the name of the Father and of the Son and of the Holy Spirit. This Handbook offers some basic information regarding the operation and policies of our school. Please keep it on hand so you can refer to it throughout the year as needed. We hope your child will be excited to learn new things and grow in knowledge and godliness this year and always.

MISSION

The school shares the mission and ministry of Concordia Lutheran Church (CLC). Our mission is *to grow in Christ together to share our faith with all*. We pray that you are excited about our mission too.

PURPOSE AND PHILOSOPHY

Concordia Lutheran School provides a Christ-centered educational experience designed to facilitate a closer relationship with Jesus, our Savior. We serve as an evangelistic resource for families who want a school environment where Christ's love is modeled for children. Our philosophy encourages a developmentally appropriate program through which each child can grow spiritually, socially, emotionally, physically and academically. Through warm relationships with other children and adult leaders, we offer children a positive introduction to school life, routines and responsibilities. We also encourage each child toward independence and a sense of self-confidence and esteem. This is made possible because of the Christ-filled nature of all we do in the classroom, during activity centers and on the playground. Children learn most in relationships and relational settings. To share Jesus as the core of all such relationships is very valuable to them throughout life.

LICENSURE

Our school is licensed by the Colorado Department of Human Services, Division of Child Care. Our Director and staff meet and/or exceed all the requirements and qualifications for their respective positions as prescribed by this department and/or by the Colorado Department of Education.

NON-DISCRIMINATORY ADMISSION

Our non-profit program enrolls all students without regard to race, color, gender, religious affiliation or ethnic origin. Children with special needs will be enrolled as the staff determines that adequate services can be provided.

ADMINISTRATION

CLS is governed by the Board of Education and the Parish Planning Council of Concordia Lutheran Church, whose policies are administered by the School's Director and supervised by the Pastor.

CURRICULUM

We strive to carry out the philosophy of the National Association for the Education of Young Children (NAEYC) and the Colorado Academic Standards, specifically in the concept of Developmentally Appropriate Practices (DAP). DAP is education geared toward the developmental level of each individual child. This program requires a balance between child-initiated and teacher-directed activities, basic skills and experiential learning.

In early childhood, we know young children learn best when the following conditions exist:

- Academic skills are achieved through hands-on learning.
- Activities give children immediate opportunity to apply the skills they're acquiring.
- Learning materials and activities are concrete, real and relevant to children's lives.
- Teachers increase an activity's difficulty, complexity and challenge as children develop understanding and skill.
- It is understood and accepted that each child has his or her own timing in personal growth and development.
- Learning is facilitated by asking questions and making suggestions that stimulate thinking.

Our curriculum embraces the concept that each child is special and has unique needs. Children learn at their own rate of development through discovery and exploration in a safe, secure environment. Children learn by doing, which means emphasizing the process, rather than the product. Through directed play, children experience social awareness, language development, intellectual curiosity, creativity, emotional development and physical growth. A child's "play" is very much parallel to an adult's "work", so activities are designed to enhance a child's positive self-concept, develop critical thinking and problem-solving skills, and foster a lifelong love of learning.

Our Daily Schedule includes: Chapel led by our Youth Minister or a teacher, which includes group prayer; Centers of discovery and exploration, including blocks, math manipulatives, science, art and home living centers; Outside play and/or indoor recreation; and Classroom instruction of themed educational units, including Circle Time, Story Time, Snack Time, Art and Music. Special emphasis is placed on encouraging emergent literacy throughout all of the children's activities. Our goal is to enhance the following areas of human development: spiritual, emotional, social, language, physical and cognitive.

Children are actively supervised at all times by our caring teachers and aides, who demonstrate God's love along with appropriate morality and respect.

SUNDAY SCHOOL

Journey with Jesus

Concordia's preschool children are invited to join Concordia Lutheran Church for Sunday School every Sunday (except the 5th Sunday of the month) from 9:30 – 10:15 a.m. We have classes from preschool through 8th grade. There is an Adult Bible Study class for parents. Sunday services are at 8:15a.m. – Traditional and 10:30a.m. – Contemporary. If you have any questions or would like more information, please call the church office.

OUR PARTNERSHIP WITH YOU

CLS believes Christian education is a necessity not a luxury. Our goal is not to shelter our students from the world, but to train them up in God's Word and love. We see our school as an extension of the training that you're already giving your child at home. Therefore, we're honored when families bring their children to us to form this special partnership. The first few weeks are a time for us to bond with your children so they can develop trust and confidence in

us. After that initial time, we welcome parents to use our open-door policy; to participate in classroom activities, work on special projects, accompany children during special events, etc.

We ask that parents volunteer at school each semester. You can help directly in your child's classroom or help in a variety of other ways. A volunteer sign-up sheet will be available at the beginning of the school year. Please schedule classroom volunteering with your child's teacher. When parents team with children and teachers, it brings an invaluable element to our school. This is a special time for you and your child, so in compliance with our license regarding age and ratios, siblings should not be brought into the classroom. Siblings accompanied by parents may, however, join us during special events or field trips if the program is age-appropriate for the child. Parents are responsible to pay for their own and any sibling's admission **if** extra tickets are available. Check with your child's teacher regarding these events.

CONFERENCES

Parent-Teacher Conferences are held twice a year. In October you will have a preliminary meeting with your child's teacher to talk about how your child is adjusting and discuss goals for the year. In March you will meet and receive a progress report. If you have any concerns regarding your child's progress at any time, please speak with your child's teacher. Discussions and progress reports will focus on your child's experiences, growth, changes, etc. Please bring your questions, comments and concerns regarding your child, our school, the teacher or assistant, classroom setting and any other questions directly to your child's teacher as soon as they arise. Our teachers will gladly and regularly speak with you at any time regarding any concerns you may have.

Surveys - Each spring our school asks parents to respond to a survey regarding your experience at Concordia and we compile that information to share with the staff and the Board of Education. We value your input and continually strive to improve our program to meet the needs of our students and families.

OUR WEBSITE

You can find a variety of information on our website at www.concordialcms.org under **Preschool**. To assist families in keeping track of school activities, we have posted class calendars on our website. You can click on **Monthly Calendar** under **Preschool** and find your child's class under **All Interest Groups**; here you will find the themes we are learning about, keep up with what is happening in the school and in each class, as well the snack for the day.

VOLUNTEERS

Our program accepts volunteers without regard to race, color, gender, religious affiliation or ethnic origin. Just as we welcome parents to help in our school, we also have other adults and young teens who offer their help. We ask that these people come to us with a recommendation from someone known to the school. All volunteers are under the direct supervision of the classroom teachers and must follow all policies and procedures of the school. Volunteers are asked to sign our Visitors Log upon arrival, they will then report to the supervising teacher.

COMPLIMENTS AND CONCERNS

If you are pleased with our staff and wish to give a compliment, please feel free to do so with a note or a letter. It is so nice to receive notes of appreciation. The staff works hard to serve and

teach the children simply out of love for them, but it's nice to have that acknowledgement at times. Also, if you have a concern and want to submit it in writing, you can do that as well. There are "Compliments and Concerns" sheets at the Parent Table if you wish to use them.

SERIOUS CONCERNS AND GRIEVANCES

If you have a serious concern or grievance, please follow these steps:

1. Pray about it first, as Jesus directs us to do in Matthew 5:44-45. Then, go to the person whom you feel is most responsible, with a spirit that seeks to make *positive* change. Please refer to Matthew 18:15-17. However, if you still aren't satisfied please refer to the next steps.
2. Make an appointment with the Director to discuss the issue. You can also contact the CLS Board of Education Chairperson (see Director or church office for contact information) or Pastor. Every effort will be made to develop a satisfactory resolution.
3. Lastly, if you still feel you have a serious concern that has not been rectified; you can contact the Colorado Department of Human Services at 303-866-5700 for further intervention.

We want the best possible experience for every child at our school, so please share any concerns you have. Open communication is extremely important to us.

CLASS TIMES AND DAYS

Full Day Preschool	7:00a.m. - 6:00p.m.	Monday- Friday
Half Day Preschool (AM)	8:30 a.m. - 11:15a.m.	Monday, Wednesday & Friday
Half Day Preschool (AM)	8:30 a.m. - 11:15a.m.	Tuesday & Thursday
Half Day Preschool (PM)	12:30 p.m. - 3:15 p.m.	Monday, Wednesday & Friday
5 Day Preschool	8:30 a.m.-11:15 a.m.	Monday- Friday
Transition to Kindergarten	8:45 a.m. -11:30 a.m.	Monday- Friday
Kindergarten	8:45 a.m. - 2:00 p.m.	Monday- Friday

ATTENDANCE, ABESENCE, TARDINESS

Regular attendance is important for the orderly, normal growth and development of children. Therefore, children should not be kept home from class unless they are ill or the family is faced with some emergency. Classes begin at the designated times and all children are expected to be here on time. If your child is to be absent, please inform the director or your child's teacher.

EARLY ARRIVALS/LATE PICK UP FEE

Our teachers and aides prepare daily for your child's arrival, setting up for activities and praying for God to work in each little heart. To help ensure that important preparation time, please do not bring your child any earlier than **five** minutes before class starts. Likewise, please pick your child up promptly when class ends and directly depart the school so teachers and aides have time for lunch, preparing for their next classes and/or cleaning up and closing the school. Under no circumstances are children allowed to leave the premises unsupervised or be unsupervised on school grounds. **A fee of \$5 is charged for children who are picked up any later than five minutes after class ends, according to our classroom clock. If a child is not picked up within another five minutes, the late pick-up fee rate increases to \$1.00 per minute and is payable in cash immediately upon your arrival.** If you are going to be more than five minutes late, please call the Director so teachers can be informed and a plan can be made accordingly.

HOLIDAYS AND NON-STUDENT CONTACT DAYS

We are closed for the following:

Labor Day weekend, October Parent-Teacher Conference, Thanksgiving Break, Christmas Break, Martin Luther King Day, Presidents Day, March Parent-Teacher Conferences (full day classes still in session), Spring Break, Good Friday, Memorial Day, 4th of July weekend and occasional teacher training days.

We generally try to follow the Jefferson County School District calendar to accommodate many of our students with older siblings in the district. **Please consult your school semester calendar or see website for the specific dates.**

First day of School: September 6, 2016

Last day of school: May 25, 2017

AGE REQUIREMENTS, ADMISSION AND REGISTRATION

A child must be between the ages of three and six to attend Concordia Lutheran School. A child must be five by October 31 for Kindergarten.

A child **must** be toilet-trained. Your child must be able to independently use the toilet and wipe. We understand that Preschool children will have occasional accidents, but if it is consistent and last more than a month then we will have to put your child on 2 week probation. During that probation, if they continue to have accidents we will ask you keep your child home until they are completely toilet trained. We do not allow diapers or pull-ups at our school. We are not set up or equipped to handle children that are not fully toilet trained. A child **must** be able to dress themselves with little assistance from the teacher.

Students must have the following forms **fully completed** and on file at CLS by the first day of school:

- Registration Form (registration fee should accompany the form)
- Medical and Health History Forms
- Emergency Medical Release Form with photo
- Immunization Record
- Permission for Participation Form
- Birth Certificate copy (Kindergarten only)
- Family Biography (for teacher)

The Colorado Department of Human Services requires a complete **annual** physical health appraisal and **updated** immunization record for every child entering school each year. If your child has a chronic condition, information about this must be included on the registration and medical forms. Should your child's physical health appraisal expire during the school year, you will be notified of the necessity to submit a current physical form and updated immunization card.

**There are times when, for religious, health or personal reasons, we have non-immunized children in the school.

Parents whose children have special health-care needs including life-threatening conditions (such as bee sting or peanut allergies), neurological disorders (such as seizures), or use of special equipment (such as nebulizers) are required to provide a written Health Care Plan. This plan is designed to provide our staff with written information that addresses a child's particular needs

and outlines health issues or special procedures that may need to be addressed. It will be developed and written with the family, our Nurse Consultant, Director, teacher, and appropriate health-care providers.

REGISTRATION FEES

A **non-refundable** registration fee is required each year for each child who will be attending CLS. This fee, together with the registration form, reserves a place for your child. Fees are:

Preschool	\$ 95	
Transition to K		\$315, \$205 applies to September tuition
Kindergarten		\$330, \$235 applies to September tuition

TUITION

Tuition payments are promptly due on the first day of the month. Payments not paid by the 10th day of the month will be considered late and a **\$10 late fee** will be assessed. If tuition is more than a month late, at the discretion of the Board of Education, **your child will be denied admittance to class** until payment is made. If a student should be expelled, you are still responsible for full payment of the tuition and any accrued fees. Families experiencing unusual financial hardship may contact the Director to negotiate an altered payment schedule. This opportunity does not in any way reduce payments, but is simply a change in the timing of those payments to avoid any late fees.

Although class is not in session everyday of every month, including but not limited to breaks for Thanksgiving, Christmas and spring, **the tuition remains the same each month.** Please understand the monthly payments are NOT based on the days of school for each month, but rather on the total cost for the entire year. These rates are for time reserved, not time used. There is no reduction in fees for snow days or days missed due to illness, vacation, etc. Tuition may be paid with credit card online, with cash handed directly to the Director, or checks placed in the tuition payment box outside of the Director’s office. Checks are payable to **Concordia Lutheran School.**

Monthly tuition per class is as follows:

Half-day Preschool	Tuesday, Thursday	\$185/mo.
	Monday, Wednesday, Friday	\$220/mo.
Full Day Preschool	Monday - Friday	\$300/mo.
	Monday - Friday	\$840/mo.
	Four days	\$700/mo.
	Three days	\$525/mo.
	Two days	\$350/mo.
Transition to Kindergarten		\$315/mo. (Sept only \$95)
Kindergarten		\$330/mo. (Sept only \$95)

The church graciously allows the preschool to use their building, electricity, water, and many other items with no charge. The tuition pays for supplies needed to teach the children, special events during the year, salaries for the teachers and Director, promotional needs for the school and professional development needs for the teachers. We typically host two fundraisers a year for extra expenses, such as upgrading equipment, plus a small mission project at Christmas for those less fortunate, sharing God’s love through our joyful participation.

ACTIVITY FEE

Each month we schedule a field trip or special event such as storytellers, workshops, magic shows, etc. To cover these additional expenses an Activity Fee of \$26.00 per child is charged each semester and can be paid with tuition the month it is due or any time in advance.

1 st Semester Activity Fee	\$26.00	Due September
2 nd Semester Activity Fee	\$26.00	Due January

RETURNED-CHECK FEE

A fee of \$25 will be added to your account for a check returned by the bank. You may be asked to pay by money order or cash at the Director's discretion.

DISCOUNTS

- Members of Concordia Lutheran Church with direct guardianship over a child registered to attend CLS are entitled to a 20% discount of tuition, **excluding** registration and activity fees. Families taking advantage of this discount must have been members "in good standing" for the previous 6 months.
- Families with more than one child enrolled in CLS are entitled to a 10% discount on the least expensive tuition.
- Families meeting criteria to receive both discounts will receive the higher of the two discounts.
- Families that pay for the entire year upfront will receive a 5% discount on the total cost of tuition.

Scholarships are awarded on a limited basis when money is available. You can obtain scholarship applications in the school office.

ARRIVALS AND DEPARTURES

First and foremost, we ask that all parents, families, and visitors use the front door to gain entry into the building. It is important for us to monitor who is coming in and out of our building at all times. This is for the safety and accountability of your children as well as our staff members. Our responsibility begins once you leave and your child is in the care of a staff member. We take this very seriously; therefore, we will release your child only to those persons you have authorized on the registration form, emergency form or other means of written consent. In case of an emergency, the child may also be released to an adult, person 18 years or older, for whom the child's parent or guardian has given verbal authorization to the school by telephone. **Parents may NOT leave children on the playground unsupervised**, this includes older siblings. We will not, at our discretion, release children to any obviously intoxicated or drugged person. If your child is not picked up within **15 minutes** after class ends, we will attempt to call you first, and then everyone listed on your child's emergency contact information. During this time, the child will remain in the Director's office for up to two hours. If we cannot locate an appropriate party and the child still has not been picked up, the Director will contact the Department of Human Services and the Lakewood Police Department for further instructions.

It is extremely important to sign-in and sign-out your child each day. This is required by our license, and it also helps us establish which children are here, who brings them and who picks them up. During the day, we identify where your child is by head counts, periodic roll call and classroom monitoring. If you arrive late, and the class is elsewhere, you must sign in and escort your child **directly** to a teacher to be added to the head count. This is imperative for your child's safety. Before the teachers leave each day, they check the school grounds and the sign-in/out sheet to ensure that every child has been picked up.

Additionally, Human Services has asked us to remind parents that it's dangerous to leave children unattended in their vehicles in order to bring another child into the building. We ask that you shut off your car engine before bringing in your child. If you need assistance, please talk to your child's teacher.

Please observe utmost caution as children cross the parking lot. Children must be accompanied by an adult and supervised constantly before and after school hours to ensure their safety. Remember to observe the one-way traffic and no parking signs. Thank you for your cooperation in these important matters.

VISITORS AT THE SCHOOL

Visitors who come to observe our program must sign in and sign out. Unscheduled or unknown visitors must show a picture I.D. and will be escorted by a staff member on a tour of our school. Visitors are not free to roam the school alone. Our security gate is always closed and locked during school hours. We make every effort to keep your child safe from strangers, yet still allow parents of students and prospective students to observe our program.

UNSCHEDULED SCHOOL CLOSINGS

In the event that the school must be closed due to weather, parents are asked to watch television channel 9-KUSA for an official announcement of such closing. If Jefferson County schools are closed, so is Concordia Lutheran School. If the information given states delay or late start we will begin the morning classes at **9:30 a.m.** and the afternoon classes at their **regular** times. In addition, we will create class "phone trees" in an attempt to also notify you by telephone of our own snow days or of any other closures for emergency conditions (furnace breakdown, power failure, etc.)

EXCESSIVELY HOT OR COLD WEATHER

If the weather is extremely hot or cold, please dress your child accordingly. We may still have playground time on these days, but we will monitor the children closely and consequently adjust their time outside. On excessively hot days, children are encouraged to drink plenty of water and take breaks in the shade. On days when it is too cold or wet to go out, the children are able to play and participate in gross motor activities indoors in a room designated for this purpose.

CLOTHING

Children should be dressed in comfortable, sturdy, washable clothes that allow for freedom of movement. No clothing with vulgar or disrespectful slogans or pictures is allowed. Please remember that some activities are *quite* messy (painting, playdough, sand, outside play, etc.). We want children to feel free to explore the day's activities without having to worry about ruining special or new clothing. Soft athletic type shoes are **strongly** recommended for daily school wear. Please **NO FLIP FLOPS**, because the wood chips on our playground can stick the children in their feet. Dress shoes, western boots, sandals, etc., should be limited to special occasions, as they can restrict a child's freedom of movement and are not safe for climbing or other active play. During the winter months children **will be** spending time outdoors, so please send them to school with mittens, hats and waterproof shoes. During the warmer months, children may wear shorts. It is recommended that all children have an extra change of clothes at school at all times. These clothes should be Please label all articles of clothing with your child's name.

TOILETING

Staff will use gloves when assisting children in the bathrooms. At no time will a staff member be alone, in a closed room with a child. Child must be completely toilet trained to attend school at CLS. Child must be able to use the restroom without help and be self sufficient when wiping. If child is consistently having accidents for more than a month, then we will ask that you keep them home until fully toilet trained.

SUNSCREEN

Colorado State Rules and Regulations now state that sunscreen must be applied year round. Please put sunscreen on your child every day **before** coming to school. There is space provided on the sign-in sheet to indicate what time you applied the sunscreen so we can ensure child safety, as it relates to sunscreen, prior to going outside. The school provides Rocky Mountain Sunscreen to be reapplied when needed based on the recommended time periods and throughout the day as needed for the full day program. If sunscreen is forgotten, you may assist your child with applying sunscreen provided by the school. Full-day students requiring special sunscreen, due to allergies or preference, should bring their own sunscreen to school labeled with child's first and last name to be reapplied throughout the day.

EMERGENCY PROCEDURES

- In case of a **fire**, the children are directed outside to the parking lot to await the arrival of the fire department. The teachers will check attendance to account for all children and ensure they are out of the building.
- In case of a **tornado**, the children are directed to the "Center Room". The teachers will check attendance to account for all children.
- In case of a **lost child**, we will first search all premises. If the child is not found, we will immediately contact the police, notify the parents and inform Human Services. *It is your responsibility to update emergency numbers and photos so this process is not hindered.*
- In case of **lock-down/lock-out**, children and staff will go to the designated areas in the classrooms and await police instruction. During Lock-out, all outside doors will remain locked and no one will be permitted in or out of the building until released by the police.
- In case of an **evacuation** from school, we have permission to go to Green Mountain High School. We will walk on foot to the school. Parents will be notified via cell phones if this should happen. In the event that we need to evacuate more than two miles away from CLS, we will evacuate to _____. Again, parents will be notified via cell phones if this should occur.

We do conduct regular fire drills and a tornado drill throughout the school year so staff and children might be better prepared in case of an emergency. The children are allowed to just listen to the alarm the first time so they know what it sounds like. Teachers always explain in detail what is expected if the alarm sounds during the school day.

ACCIDENTS AT SCHOOL

In the event of an injury at school, emergency first aid is administered. Every effort is made to contact the student's parent/guardian whenever a **serious injury occurs**. If a parent/guardian cannot be reached, either at home or at work, we will attempt to contact individuals listed on your child's emergency forms, "911" may be called, and/or the student may be taken to the hospital for emergency treatment. **The student's parent/guardian is responsible for any expenses incurred as a result of emergency action taken by school personnel.**

All injuries are documented and must be signed by the teacher, the Director, and the child's guardian. The documentation will remain in the child's school records and a copy may also be sent home.

HEALTH ISSUES

We ask that all parents follow the "Golden Rule" for health issues. When your child is well and healthy, you do not want him/her exposed to the illnesses of others. The same consideration is expected when your child is ill. **If you know in advance that your child is ill, please do not bring him/her to school**. This will not only expose other children to the same illness, but increases your child's chances of a recurrence.

For the protection of your child and schoolmates, your child will not be admitted into school if any of the following symptoms are present:

- Unidentified skin rash or sores
- Stomachache or nausea
- Vomiting
- Unusually flushed face
- Inflamed or red/pink-looking eyes or wakes up with crusted eyelids or lashes (this may be a sign of "pink eye" and should be treated by a doctor before returning to school.)
- Diarrhea
- Chills
- Earache (should be checked by a doctor)
- Coughing
- Fever of 100 degrees or more in the last 24 hours
- Yellowish, greenish or heavy nasal discharge (a sign of infection)
- Showing signs of a new cold

If your child becomes ill or injured while at school, we will isolate him/her while contacting you according to the information on your child's emergency form. **It is very important that you keep this form up to date.** Your child will remain in the office until you can pick him/her up. If it is an immediate emergency, we will call 911. We will rely on the paramedics' advice as to whether it is necessary for your child to be transported by ambulance to the nearest hospital.

Please call the school office at 303-989-5260 and leave a message if your child will be absent due to illness. It is essential to notify us so we can watch for any contagious symptoms in the other children and confidentially pass information to other parents, such as when chicken pox or other communicable viruses have been identified within the school. We regularly sanitize tables, toys, etc. Alerting us of illness is another way to promote a healthy, positive experience at school. We also pray for one another when a student is ill.

HANDWASHING

The best way to prevent illness is hand washing. Every person who comes into the school must first wash their hands before entering the classroom. This includes staff, parents and other adults, students and siblings of students. We thank you for helping to keep our school clean and free of germs.

ALLERGIES

Please advise us upon enrolling if your child has any allergies. No matter the severity of an allergy, school staff need to be aware of any allergies or sensitivities to maintain a healthy environment for all the children enrolled in our program.

ADMINISTERING MEDICATIONS

If a child needs medication, please administer it *at home* if at all possible. If a medication time *must* occur within school hours, the medication will be stored in a locked cabinet or in an inaccessible refrigerator if needed. **The parent must sign a permission form and have a signed form from the doctor stating:**

- Child's name
- Type of medication and how it is to be given
- Dosage to be given
- Date of authorization and expiration of medication
- Time the medication should be given
- Possible side effects and adverse reactions of the medication

The medication must be in its **original** bottle with the child's name, the name of medication, the date of prescription, dosage, how medication is to be given, the time when medication is to be given and the name of the person with prescriptive authority. The school will take only a week's supply at a time.

Only staff members trained in Medication Administration will administer medication to children.

CHILD ABUSE

Part of our job is to provide a safe, secure environment for the children in our care. Our duty, as mandated by state law, is to report suspected child abuse and neglect when there is reasonable cause to believe such actions are occurring. Likewise, if you have any concerns regarding our staff, please consult with the Director immediately so appropriate action may be taken. To report suspected abuse call 303-271-4131.

DISCIPLINE

As emphasized earlier in this handbook, we believe and embrace individuality. Children do not each respond to the same discipline. Our main discipline practices are redirection and, very rarely, a short time away from the group. If a child continues to be disruptive after repeated redirections, he/she is removed from the situation to a quiet spot for a short period of time (dependent on age but always less than five minutes). During this time, the child is given an opportunity to regain self-control. The teacher can then help the child consider and plan more appropriate behaviors. The goal is to welcome the child back into the activity in a positive, affirming and forgiving manner. To accomplish this, the teacher and child discuss responsibility and logical consequences for his/her actions. After this problem-solving discussion, the child is then reaffirmed and resumes participation in the activity.

Our program does not tolerate hitting, spanking or jerking on parts of the body by either students or staff. Neither do we tolerate inappropriate language such as cursing, yelling, belittlement or intimidation. Rather, we encourage the child's development of self-control, appropriate speech and positive behavior. Occasionally, a child will test some of the inappropriate language or behavior as outlined above. If this happens, we will discuss the incident with the child and then

redirect him/her to follow proper, Christ-like behaviors and attitudes. This is an integral part of your child's social development. It is very important that everyone be allowed to fail. It is equally important that children are then corrected, forgiven, and lifted up-- all in a loving manner.

Should we see a troubling and persistent pattern of behavior, and consistent correction seems to have no lasting effect, we will notify you, and arrange a meeting as necessary. CLS has a written behavioral plan that will be used by the Director, teachers and parents to monitor challenging behaviors. A team meeting will take place when challenging behaviors are first deemed persistent or puzzling instead of waiting until the problem is significant or highly problematic. Taking a team-based approach to persistent challenges ensures that the school and the parents work together to determine actions each party will take and promotes consistent support for the child across all settings.

SUSPENSION, TERMINATION OR WITHDRAWAL OF A STUDENT

Before a child's enrollment at school is terminated for any reason, we will work with the child and family to search out all possible solutions. We want every child and family to have a positive, successful experience at our school; therefore, we want to serve you in the best way possible by maintaining a safe environment for everyone. Reasons for temporary suspension or formal termination may include repeated acts of aggression, bullying and disrespect toward others and/or repeated acts of destruction of property.

We require **one month's notice** of a student's withdrawal to allow us to try to fill the empty space so the program will not suffer financially. Refunds are not issued. If a parent withdraws a child from CLS for reasons other than a move or relocation, the Board of Education may call the family to determine the reason for the withdrawal.

SNACKS

The school offers a nutritious snack for the children daily (twice a day for full-day students). We will provide a monthly menu that meets the recommendations of the **Child and Adult Care Food Program**. The snacks provided will offer the children the proper combinations of protein, fruit or vegetable, grains and/or milk products as recommended for their age group. This will also ensure that there are no nuts or nut products in the snacks. Snacks will be listed on class calendars and on our website calendar.

Children are **not** allowed to chew gum or eat hard candy at school in order to prevent choking, sharing/sanitation issues, and gum stuck in the carpet, children's hair, etc.

LUNCH

Parents of children in the Kindergarten and full day classroom will need to pack a nutritious lunch for their child each day, which must include 1/3 of his or her daily nutritional needs. The lunch must need no teacher preparation - washing, cutting, assembling, warming, etc. Also, our school is strictly nut-free. This is policy is non-negotiable and enforced at all times. Always remember to read the labels and ensure the product is nut-free and not produced in a facility that processes nuts either. Also, we ask that if you pack your child a dessert item – candy, fruit snacks, pastries, etc. – please limit that to one item only.

BIRTHDAYS

Your child is a special gift from God. Celebrating their birth is a privilege we would like to share. Summer birthdays can be celebrated at a time chosen by the teacher, so check with your child's teacher for a schedule.

If you would like to bring a special snack on or near your child's birthday, please talk with your child's teacher. You may want to bring a special treat or your child's favorite food.

Due to the severity of the allergy, **NO PEANUTS, PEANUT PRODUCTS OR FOOD CONTAINING NUT PRODUCTS WILL BE SERVED.** *Please read labels carefully.* If anything containing peanuts or nut products or one that is made in a factory that processes nut products is brought to school, it will be returned to you.

Special Note: If you're having a party at home or elsewhere and would like to invite **all** the students in your child's class, invitations may be placed in the cubbies. *If only part of the class will be invited,* please invite them through the mail/e-mail or by phone to avoid hurt feelings.

HOLIDAY PARTIES

We enjoy celebrating Halloween/Harvest Time, Christmas and Valentine's Day with class parties. Parents and siblings are welcome to come and join in the festivities. We have games, crafts and food planned and brought by the parents. (NO NUT PRODUCTS)

TELEVISION AND VIDEO VIEWING

During school, we do not watch T.V. and only occasionally watch videos. Our G-rated videos are mostly educational or Christian-based and pre-screened by the teacher. On a rare occasion, such as a holiday party, Kindergartners may view a PG-rated movie with parental notification. In the event that a video is shown, it is limited to 30 minutes or less.

MONTHLY SPECIAL ACTIVITIES

We will have monthly special activities planned for the children. These will include, but not limited to magic, puppet, story telling and reptiles show. Please check your child's class calendar for more details.

CUBBIES

Each child is assigned a cubbie, labeled with his/her name, for storing personal items such as backpacks, coats, etc. All personal items should be labeled with your child's name and should fit in the cubbie to keep walkways clear. Cubbies are for the sole purpose of the child and the school. They may **not** be used for solicitations or distribution of any other materials. Check with the Director if you have any questions.

SHOW AND TELL

Show and Tell can be a time for children to grow in their public speaking abilities. Check with your child's teacher to see if Show and Tell is incorporated into their schedule. **Please do NOT bring toys from home at any other time.** It causes many frustrations when toys from home are lost or broken, and many young children are still learning the concept of sharing. ***No weapons of any kind, including toy swords, guns, light sabers or knives are allowed.*** We encourage parents to talk with their child about what is appropriate to bring, such as:

- Theme-related objects and books
- Something he/she has made
- Things he/she has found that are special to them
- Family mementos -- photos, souvenirs, etc.
- Favorite toys
- Even pets, if you have permission from the teacher first

We cannot be held responsible for the safety of personal items. A Lost and Found box will be located outside the Director's Office, so please check there regularly for missing items. Students may not bring toys or money from home unless permission is granted by the teacher. At the discretion of the teacher or Director items considered to be distractions to the classroom will be confiscated and returned upon dismissal.

LEARNING GAMES LIBRARY

The Concordia School Learning Games Library is a parent-funded and parent-organized resource for parents and teachers use in helping our children learn. You'll find the library just inside the school entrance and to your left on a set of shelves. Use of the library is **FREE** to all Concordia school families. Donations and late fees are used to purchase new games, replace missing or damaged pieces in existing games, and cover cost of laminating highly used game pieces for durability.

Learning Games Library Procedure	
Checking Out Games	Please fill out index card in game bag and place in the file box. Check out is for 1 WEEK . Please count game pieces before you play to help catch any missing pieces and count before returning.
Returning Games	Please find your index card, and put it back in game bag. Return game to proper location. Please be sure all game pieces are returned. Important: Please find the correct card. Many games have similar titles with the only difference being the game ID# circled in the upper right corner.
Late Fees	Please put in donation can. (25 ¢ per day – not including weekends. \$5 max. fee)
Missing Pieces/Suggestions	Please make a note in the little notebook in the file box, tell the preschool director, or call a LGL Librarian.
Check out card full?	Please title a new card from the extra cards at the back of the file box.
Donations	Make out your checks to "Concordia Lutheran School" with the memo "For Learning Games Library". Please feel free to include any suggestions for specific games or concepts that you would like to see added to our library. Donations can be placed in the can by the Check-Out system.

REST TIME

Concordia Lutheran School abides by the State of Colorado Rules and Regulations. Therefore, we provide a rest period (of at least 30 minutes) for all preschool children attending our program longer than five hours. Your child does not have to sleep; however, children are required to lie down to rest for a minimum of 30 minutes. Once the 30 minutes has expired, children who are not sleeping are welcome to participate in quiet, independent activities for the duration of rest time, such as books, puzzles or coloring. The school provides a soft mat for each child. You will provide the crib sheet and blanket for your child to use; you may also bring **ONE** soft, plush stuffy to help your child rest. Sheets and blankets are sent home weekly to be washed. Our rest time for the children is from approximately 12:30-2:30 P. M. each day. When children wake they will be allowed to quietly look at books or do quiet activities until rest time is over.

PREPARING YOUR CHILD

You are essential in making sure your child has a positive experience in school. Please make sure he/she gets enough sleep on “school nights,” and provide a nourishing breakfast that will provide energy for a busy day. Talk with your child about what to expect at school, and **arrive on time**. When you drop off your child each day with an attitude full of acceptance, enthusiasm and encouragement, your child develops self-confidence, a positive routine, and a love of learning. Help your child be prepared by providing appropriate school supplies, reminding that these supplies *remain* at school. Please check his/her backpack **daily** for papers, artwork, homework (Kindergarten) and notes from teachers, which will aid you in discussing what was done at school that day, and what the upcoming special events will be. Check website calendar for snacks and special events. Reinforce proper school behavior. Explore with and encourage your child as he/she grows as God’s child in the world He gave us.

We invite your involvement and suggestions in helping us serve all the families at CLS in the best possible way. May God be with us all at home, school, church and everywhere as we learn to serve Him wrapped in the warmth of His love.

God’s Richest Blessings,
Concordia Lutheran School Staff



Your Trash may be our Treasure!



Dear Parents,

We use so many different supplies at school and we love to recycle. Keep us in mind if you have any of these items that you don't want:

Aluminum pie pans
Baby food jars/containers
Beads
Buttons
Coffee cans
Computer paper
Costume jewelry
Crib Sheets
Egg cartons
Film canisters
Game pieces
Gift Wrap
Magazines
Margarine containers
Material
Meat trays (clean)
Plastic containers, fruit baskets
Pine cones
Ribbon, lace
Sandpaper
Seashells
Shoe boxes
Spools
Styrofoam
Tile (small pieces of ceramic)
Toilet paper/Paper towel rolls

If you're not sure, **ask!** Maybe we can use it.

Does anyone know of any businesses that would be willing to donate old letterhead, envelopes, etc? Any builders who are discarding wood scrap (small pieces)?