



Concordia Preschool 2024-2025 Parent Handbook

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

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

www.clcgrace.org

CONCORDIA PRESCHOOL STAFF

Director- Jessica Carr

Ms. Aimee Ms. Sam Ms. Kendra Ms. Sarah
Ms. Liz Ms. Kate Ms. Amber
Ms. Heidi Ms. Anna

School Hours of Operation 7:30 a.m. – 4:00 p.m. Monday – Friday

Staff emails

Preschool@clcgrace.org

Greenroom@clcgrace.org

Blueroom@clcgrace.org

Purpleroom@clcgrace.org

Redroom@clcgrace.org

CHURCH STAFF

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

Pastor	Marc Cohen	303-989-5260
Minister of Youth & Discipleship	TBD	303-989-5260
Office Manager	Kandice Jones	303-989-5260

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

*Anything with an * is COVID-19 related information or changes.*

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.

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

License: 57633

MEMBERSHIPS

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

MISSION

Concordia Preschool's purpose is to create a firm foundation of faith, love, and learning.

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. The main objective of Concordia Lutheran School is to train children in the faith and love of Jesus as Lord and Savior. A hand-in-hand relationship between teachers and parents best accomplishes this goal. 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.

ADMINISTRATION

Concordia Lutheran School 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 that 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 Daily Schedule includes: Chapel led by our staff and Pastor, 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 the children's activities. Our goal is to enhance the child's development: spiritual, emotional, social, language, physical and cognitive.

Concordia strives to meet the Colorado State academic standards for ages 3-5 years through a variety of different curriculum materials.

SUNDAY SCHOOL

Sunday School will be from 9:30- 10:00. Please see the church website for more information.

OUR PARTNERSHIP WITH YOU

Concordia 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.

CONFERENCES

Parent-Teacher Conferences are held twice a year. In the fall, 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. You will be given an assessment on your child that is still in progress. In the spring, you will meet and receive a completed assessment of your child. If you have any concerns regarding your child's progress at any time, please speak with your child's teacher. 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.clcgrace.org under Preschool using the Parent Resources tab.

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 acknowledgment 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 Red Room	7:30 a.m. – 4:00 p.m.	Monday – Friday
Half Day Preschool (AM) Purple Room	8:30 a.m. – 12:30 p.m.	Monday – Friday
Extended Day Preschool	8:15 a.m. – 2:00 p.m.	Monday – Friday

Blue Room		
Transition Green Room	8:30 a.m. – 12:30 p.m.	Monday – Friday
Kindergarten Green Room	8:30 a.m. – 3:00 p.m.	Monday – Friday

ATTENDANCE, ABSENCE, TARDINESS

Regular attendance is important for the orderly, normal growth and development of children. If your child is to be absent, please inform the preschool office and your child's teacher.

ARRIVALS/LATE PICK UP FEE

We ask that all children use the restroom and wash hands before coming to school. Classrooms will not open until 5 minutes before class starts. Full day opens promptly at 7:30. Should a classroom door be open, do not leave a child unattended in the classroom without a teacher. 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.

If you are going to be more than five minutes late, please call the school so teachers can be informed, and a plan can be made accordingly. After the first five minutes, you will be charged a fee of 2 dollars per minute until the child is picked up. If your child is not picked up within 5 minutes after class ends, we will attempt to call you first, and then everyone listed on your child's emergency contact information. During the time of closing, the child will remain with a teacher or the Director for up to 30 minutes. 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.

HOLIDAYS AND NON-STUDENT CONTACT DAYS

We are closed for the following:

- Labor Day weekend
- October Parent-Teacher Conferences and Staff Development
- Thanksgiving Break
- Christmas Break
- Martin Luther King Day
- Presidents Day
- March Parent-Teacher Conferences
- Spring Break
- Good Friday
- Memorial Day
- and occasional teacher training days

A copy of our yearly calendar can be found on our website under the documents section. A paper copy can be found in your welcome folder at the beginning of the school year.

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 our website for the specific dates.

First day of School: September 3, 2024 **Last day of school:** May 22, 2025

AGE REQUIREMENTS

A child must be between the ages of three and six to attend Concordia Lutheran School. A child must be *three by October 1st* to enroll in our preschool year program, and *five by October 1st* for Transition/Kindergarten.

TOILETING

Your 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 lasts more than a month then we must put your child on 2-week probation. During that probation, if they continue to have accidents, we will ask you to 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 himself/herself with little assistance from the teacher. Staff will use gloves when assisting children in the bathrooms but all attempts will be made to allow the child the opportunity to complete the task without teacher assistance. At no time, will a staff member be alone in a closed room with a child.

REQUIRED PAPERWORK

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

- Registration Form with Emergency contact information
- Well Child Form (must be updated annually)
- Immunization Record (must be updated regularly)
- Permission for Participation Form
- Birth Certificate copy (Kindergarten only)

If your child has a chronic condition, information about this must be included on the registration and medical forms. Parents whose children have special health-care needs including

life-threatening conditions (such as bee 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 which must be on file and updated annually. All required medication must be given to

staff before a child can be left in our care. Incomplete medical forms or missing medications will result in the child being sent home until the issue is resolved.

IMMUNIZATION REQUIREMENTS

State Law requires that we have an immunization record on file for every student attending. Records must be presented at the time of registration for a new or transferring student. Records will be checked to ensure that they are current on immunizations. Parents will be notified if any additional immunizations are required. Failure to comply with the deadlines will result in the parent being required to sign a Colorado Immunization Notification and Plan which requires a plan of doctor appointments for scheduled shots. Persons requiring exemption from immunizations may sign appropriate papers also obtained in the office. Exempt students will be subjected to exclusion from school and quarantined in the event of an outbreak. In the event of long exclusions from school, Concordia will not be liable or responsible for providing home tutoring for excluded students. There are times when, for religious, health or personal reasons, we have non-immunized children in the school.

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. This fee goes towards administrative expenses, monthly activities and consumables in the classroom.

TUITION

Tuition payments are debited automatically per the terms laid out in [Procure](#). Tuition and fees are deducted from credit cards, checking and/or savings accounts on the 1st of the month, or the first business day thereafter, beginning in September for a period of nine months (through May). If balances are not paid in full by the end of a given school year Concordia will continue to pull funds via ACH until a \$0 balance is achieved. ACH debits that are dishonored will be charged an additional \$25.00 per item. If for any reason we are unable to charge tuition to you via the agreed upon method (i.e. credit card is declined or expired) a \$60 late payment fee will apply for any payment method that has not gone through by the 10th. At this point you will need to discuss your plan to pay tuition by the 20th of the month with the Director. We will notify you if tuition is still not paid by the 20th of the month, at which point your child may be asked not to return until tuition for the month is paid in full. If this process occurs, you may be asked to sign a payment plan.

Families experiencing unusual financial hardship may contact the Director to negotiate an altered payment schedule. This opportunity does not in any way reduce payment but is simply a change in the timing of those payments to avoid any late fees. We also have limited scholarship dollars available based on need. You can contact the Director for an application.

Although class is not in session every day 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, unexpected closures, or days missed due to illness, vacation, etc.

Monthly tuition rates are listed on our website.

Tuition pays for supplies needed to teach the children, salaries for the staff, items needed for the school and professional development needs for the teachers. We typically host a few fundraisers a year for extra expenses, such as upgrading equipment, plus a small mission project at Christmas.

DISCOUNTS

Families with more than one child enrolled in CLS are entitled to a 10% discount on the least expensive tuition.

SIGNING IN AND OUT

It is extremely important to sign-in and sign-out your child each day by using our QR code. 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 record to ensure that every child has been picked up. A fee of \$2 dollars will be charged for failure to sign in or out after your 3rd reminder.

DROP OFF AND PICK-UP PROCEDURES

We have a touchless check in system for checking children in and out. This is done by using the QR code on your classroom window or at the front of the building. Once you scan the QR code and put in the last four digits of your cell phone number to check your child in or out. Emergency contacts and authorized pickup personnel must be put into Pro-Care in order to have a passcode. A child cannot be released without prior authorization from a parent or guardian. Please see Authorized Pick-ups for more information.

CONTROLLED BUILDING ACCESS/SECURITY

The preschool area is always locked, with the exception of drop-off and pick-up windows when fob access opens. Fob access is from 7:30-9am for full day students. Half day students will have fob access from 8:20-9:10am and 12:20-1:10pm each day. Fobs will not work outside of these hours to ensure a safe environment for our students and staff. Each family will be given 2 key fobs to have access to the preschool area only when their child(ren) are scheduled to be on campus. Please do not hold the doors open for people you do not recognize. When in doubt, please ask to see their key fob, or ask them to wait for the Director for entry. Fobs must be returned on the last day of school. Any missing fobs will result in a \$10 fob replacement fee charged to your card on file.

AUTHORIZED PICK-UPS

We take this very seriously; therefore, we will release your child only to those persons you have authorized on the registration 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, or written consent via email. We will not, at our discretion, release children to any obviously intoxicated or drugged person.

SUPERVISION

Parents may NOT leave children in the building or on the playground unsupervised, this includes older siblings.

It's dangerous to leave children unattended in your vehicles 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 or the Director.

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. All visitors must wash hands and wear a mask if they are not vaccinated. 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.

VOLUNTEERING AT SCHOOL

All volunteers must be arranged with the Director or classroom teacher. From time to time teachers will send out sign-ups for volunteers or ask for help with a classroom activity. Please let your child's teacher know if you are available to help on a regular basis. Volunteers can be a distraction when teachers are bonding with students and establishing a trusting relationship at the beginning of each school year. We will not allow volunteers during this time.

UNSCHEDULED SCHOOL CLOSINGS & DELAYED STARTS (SNOW DAYS)

If the school must be closed due to weather, parents are asked to watch local television channels for an official announcement of such closing. If Jefferson County schools are closed, so is Concordia Lutheran School.

If Jeffco announces a delayed start, all morning/half day classes are canceled. Full Day, Extended Day and Kindergarten will start at 10:30.

There may also be times when the school must close due to unforeseen circumstances. Refunds will not be issued for these days.

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 can play and participate in gross motor activities indoors in a room designated for this purpose. 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.

**Fresh air is the best way to reduce the spread of COVID-19. Our windows will be open as much as possible. Children will be taken outside for extra time throughout the school year. Please make sure your child has an extra sweater for use in the classroom during cold months.*

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. Closed toe shoes only! FLIP FLOPS are not allowed. The wood chips on our playground can stick the children in their feet. No Roller Shoes. Dress shoes or western boots 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. It is recommended that all children always have an extra change of clothes at school. Please label all articles of clothing with your child's name.

WATER BOTTLES

Your child must come to school with a full water bottle each day. Please only fill it with regular water. We are not permitted to serve any sweetened beverages at school. Bottles must be washed at home daily.

SUNSCREEN

Colorado State Rules and Regulations state that sunscreen must be applied year-round. Please put sunscreen on your child every day **before** coming to school. The school provides Rocky Mountain Sunscreen or Banana Boat Ultra Sport 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, should bring their own sunscreen to school labeled with the child's first and last name to be reapplied throughout the day.

SCHOOL SUPPLIES

Students are asked to provide school supplies at the beginning of each school year. There may be times where the school requests additional supplies, which are voluntary to provide. This helps to keep tuition costs down.

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. If we need to evacuate more than two miles away from CLS, we will evacuate to Deviny Elementary School. Again, parents will be notified via cell phones if this should occur. If the cell phone towers are not working, then come to one of these locations to pick up your child in case of an emergency.

We do conduct regular drills throughout the school year, so staff and children might be better prepared in case of an emergency. We will follow the ADA rules and regulations should we have someone with special needs come to our school. Each student is case sensitive, so we will work with a caseworker to best take care of each child.

INCIDENTS 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 because 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. Children must be fever free for 24 hours without medication before returning to school. Any child sent home due to an illness/symptoms may return after 24 hours only if the symptoms have resolved. Children must be well enough to participate in normal daily activities to attend school. 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
- Stomach ache or nausea
- Vomiting
- Unusually flushed face
- Diarrhea
- Chills
- Earache (should be checked by a doctor)
- Excessive coughing
- Fever of 100.4 degrees or more in the last 24 hours
- Yellowish, greenish or heavy nasal discharge
- Showing signs of a new cold
- Any other symptoms/illness that would prevent a child from participating in the school day.

If your child becomes ill or injured while at school, we will isolate him/her while contacting you per 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 email the office if your child will be absent due to illness, and the type of illness they are experiencing. 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.

***COVID-19 illness policies**

Most illnesses and COVID-19 symptoms tend to overlap in nature. Both criteria for regular illnesses and COVID symptoms will be used to determine the best course of action with any ill child. The state has broken down COVID symptoms into three categories; critical symptoms, major symptoms and minor symptoms. You can find these listed below and, on the handout, provided to every family.

Critical symptom-

- Loss of taste or smell

Major symptoms-

- Feeling feverish, having chills, or
- Temperature of 100.4 or greater
- New or unexplained persistent cough
- Shortness of breath or difficulty breathing

Minor symptoms-

- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- Nausea, vomiting
- Diarrhea

COVID- We will follow all Jeffco public health guidance related to COVID. We will continue to clean often, have well ventilated rooms, and ask that anyone not feeling well stay home. In the event of an outbreak resulting in 5 or more cases, the school may need to implement extra mitigation strategies at the request of the health department. The health department will partner with our school to decide what steps are best to take in order to reduce the spread while minimizing any disruptions to learning. Our goal is to remain open as much as possible.

FACE MASKS

*We will follow the most current public health order on mask wearing. Should a mandate be placed in the future, mask exemptions will be allowed for students and staff who need them.

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 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. Concordia has a child abuse prevention policy which we follow at all times. A copy of this policy is available upon request.

CHARACTER DEVELOPMENT

Concordia Lutheran School uses redirection and positive reinforcement as a way to guide children in making good choices. We will work together with families to encourage positive growth in the area of self-regulation when making personal behavioral choices.

We believe...

- A student is responsible for his/her actions.
- A student has choices in his/her behavior.
- It is best to recognize positive behavior and redirect negative behavior.
- Students will learn to recognize that there are natural consequences as a result of their choices.

Appropriate discipline will be taken with the goal of all consequences leading a child towards learning how to be self-disciplined.

When Disciplinary Action is Needed:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences.
4. Misbehavior will be handled with natural or logical consequences, and with severity according to the misbehavior.
5. Misbehavior will be viewed as an opportunity for individual problem-solving and preparation for the real world.
6. Teachers will deal with misbehavior in a timely and appropriate manner.
7. Teachers will administer the disciplinary action to the individual student or students rather than to the class as a whole.

8. Teachers will set up several different places where students can calm down or get themselves together. Students will be encouraged to return to normal activities as soon as they can.
 - a. Quiet Area/Calm Down Areas may include an area:
 1. In the classroom within the view of the teacher, but away from others
 2. Just inside the door of another classroom
 3. In the Director's office.
 - b. Students unable to get themselves together in this situation may need to spend the rest of the day at home.

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 (but is not limited to) 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.

SPECIAL NEEDS

We will make every effort to accommodate all students at Concordia. We realize that some children need more assistance than others. On rare occasions, it may be that your child is not successful in our environment with little access to special needs services. We may also recommend that your child be seen or evaluated by a specialist so that your child may reach their full potential. We will attempt to work with these specialists in a team-approach to create an optimal learning environment for your child.

NUT-FREE SCHOOL

NO NUTS, PEANUT PRODUCTS OR FOOD CONTAINING NUT PRODUCTS WILL BE SERVED AT CONCORDIA. Please read labels carefully. If anything containing peanuts or nut products or if an item is made in a factory that processes nut products is brought to school, it will be returned to you.

SNACKS

The school offers a nutritious snack for the children daily (twice a day for full-day students). All snacks served at Concordia meet the recommendations of the USDA Guidelines. The snacks provided will offer the children the proper combination 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. A list of snacks served is available on request.

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

LUNCH

Parents will need to pack a nutritious lunch for their child each day, which must include a fruit, vegetable, grain, protein, and milk (or milk substitute) The lunch must need no teacher preparation - washing, cutting, assembling, warming, etc. We ask that if you pack your child a dessert item – candy, fruit snacks, pastries, etc. – please limit that to one small item.

BIRTHDAYS

Birthday treats are allowed if they are purchased from a store. They must have a complete ingredient list and be in the original packaging. Giving stickers or a small trinket in lieu of birthday treats is also allowed.

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/email or by phone to avoid hurt feelings.

HOLIDAY PARTIES

We enjoy celebrating Fall time (costumes) and Christmas with class parties. We have games, crafts and a fun snack planned. The Director and teachers will communicate through email about upcoming events. Please ask questions often and let us know if you are not receiving emails.

SCREEN TIME

During school we may occasionally view short clips or videos that are educational or religious in nature. Some classes may play short educational games that are theme related, religious in nature, or use interactive books. On a rare occasion, such as a holiday party, students may view a PG-rated movie with parental notification. If any screen time is used, it is limited to 30 minutes or less for the week unless it is our annual Christmas pajama party. We will watch the movie THE STAR for our pajama party.

MONTHLY SPECIAL ACTIVITIES

We will have monthly special activities planned for the children. These may include holiday parties, on-campus field trips and/or off-campus field trips. Please check your child's class calendar for more details. Each class has their own activities and not all activities will be provided to all classes. Every effort is made to create equal opportunities for each class. These events are covered by the registration fee.

CUBBIES

Each child is assigned a cubby, labeled with his/her name, for storing personal items. All personal items should be labeled with your child's name and should fit in the cubby to keep walkways clear. Cubbies are for the sole purpose of the child and the school. They may not be used for solicitation or distribution of any other materials. Check with the Director if you have any questions. Items may not be left in cubbies after class time as they are shared between several students and must be sanitized daily. Please leave toys and other items not relevant to school at home. These items tend to be distracting for your child and other children. They can also be misplaced and cause unnecessary stress for a child.

CHAPEL

Students at Concordia will participate in chapel daily. Chapel is led by our pastors or teachers. Chapel consists of bible stories, songs, and a different lesson each week. A list of chapel themes has been provided in the parent folder at the start of the school year.

SHOW AND TELL/ TOYS FROM HOME

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, lightsabers 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
- Pets, if you have permission from the teacher first

We cannot be held responsible for the safety of personal items. We watch children, not their things. 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.

LOST AND FOUND

Lost and found items will be kept in the front hallway. Please check with your teachers or contact the Director about any items that cannot be located. Items in the lost and found longer than one month will be donated.

REST TIME (Full Day Only)

Concordia 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 cot for each child. You will provide a blanket and a crib sheet for your child to use; you may also bring ONE soft, plush stuffy to help your child rest. Children must be able to fit their rest items in a small bag (reusable grocery bags work great) and carry them by themselves. Sheets and blankets are sent home weekly to be washed. Our rest time for the children is from approximately 12:45-2:30 PM. each day. When children wake, they will be allowed to quietly look at books or do quiet activities until rest time is over.

In the event that a child has forgotten rest time equipment, we will provide children with Concordia's rest time sheets and blankets. You will be asked to launder the borrowed items and return them to the school as soon as possible. We do not have laundry facilities here.

COMMUNICATION

Concordia attempts to communicate with parents in a variety of forms and ways.

Weekly Newsletters from classroom, daily posts to parent portal, monthly class calendars, notes in cubbies will be sent home, messages on the check-in iPad, phone calls home (when necessary), and so on. You may always set up a time to meet with your child's teacher. Emailing the classroom teachers to arrange a meeting time is best. Emails are listed on the staff page in the front of the handbook. Remember that drop-off and pick-up are often not ideal times for an in-depth conversation. The Director can also be reached by phone or email with any comments or concerns.

Much of the communication is electronic, meaning that it is vital we have your correct email, and it is one you regularly check. If you feel you are missing information, please let our staff know.

PARENT PORTAL ([Pro-Care](#))

It is strongly recommended that you create an account in the parent portal. You should have received an email link for this. If you haven't, please see the Director. The portal allows you to see posts your child's teacher makes of some of the day's activities, usually photos. It also allows you to send messages to the school, see your billing history, print statements and tax receipts, edit or update your child's information, see attendance history, and many more tools. The portal login page is <https://www.myprocare.com/>

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. Reinforce proper school behavior.

** Acknowledgement of receipt of this document and acceptance of the policies described within was given in the permissions form**