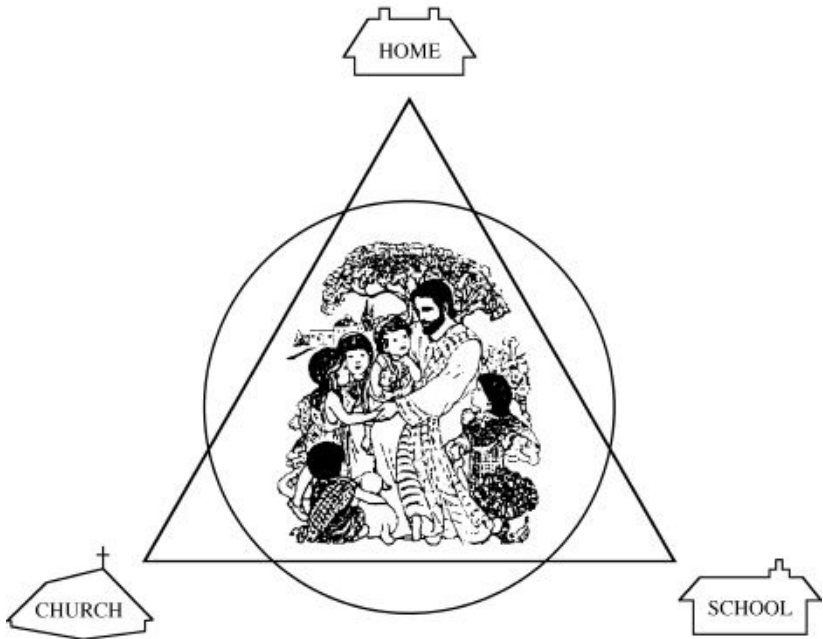


Our Savior's Lutheran School

Early Childhood Center Handbook

Our Savior's Lutheran Early Childhood Center exists to assist parents in the spiritual training and education of their children, to make life long disciples for our Lord and Savior Jesus Christ, and as an outreach tool of Our Savior's Lutheran Church.

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www.OurSaviorsOn17th.org



“Partners with the Good Shepherd”

2009-2010

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Enrollment Policy

All who enroll must agree to the purpose for which the school was established, as set forth in the Mission & Philosophy, Principles & Guidelines, and to all conditions set forth in the Student Handbook of Our Savior's Lutheran School.

Children of Our Savior's and sister congregations will be given first consideration. Children of non-members will be accepted under the following conditions-- that the parents:

1. Have a sincere interest in Christian education.
2. Be willing to participate in the activities of the preschool.
3. Be willing to support the religious instruction of their children (help with memory work at home, family devotions, prayers, regular church attendance etc.).

Applications are subject to the approval of the principal and the Board of Education of Our Savior's Lutheran Church and School.

Mission & Philosophy

Our Savior's Lutheran Early Childhood Center exists to assist parents in the spiritual training and education of their children, to make life long disciples for our Lord and Savior Jesus Christ, and as an outreach tool of Our Savior's Lutheran Church. God specifically gives parents the primary responsibility for nurturing their children. Our Savior's Lutheran Early Childhood Center provides for the Christian nurturing of young children, which is a necessary aspect of the mission of the church. This unique ministry strives to meet the spiritual, social, emotional, intellectual, and physical needs of young children in a developmentally appropriate manner.

Principles & Guidelines

God gives parents the primary responsibility for nurturing their children as evidenced by the following Scripture.

"Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up. Write them on the door frames of your houses and on your gates" (Deuteronomy 11:18-20).

“People were bringing little children to Jesus to have him touch them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it.’ And he took the children in his arms, put his hands on them and blessed them” (Mark 10:13-16).

“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord” (Ephesians 6:4).

Other Scripture which pertains to children being instructed in the truth of Scripture are 2 Chronicles 20:13, Psalm 127:3, Matthew 28:19, John 21:15.

Ours Savior’s Lutheran Church Early Childhood Education supports parents in carrying out this responsibility. We strive to meet the spiritual, social, emotional, intellectual, and physical needs of young children in a developmentally appropriate manner. Instructors have both a solid foundation in God’s Word and a thorough understanding of the theory and practice of Christian early childhood education.

Non-Discriminatory Policy

Our Savior’s Lutheran Early Childhood Center admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration policies, athletic or other school-administered programs.

Americans with Disabilities

Our Savior’s Lutheran Early Childhood Center is in compliance with the Americans with Disabilities Act. The Early Childhood Center, restroom, lavatory, and playground are accessible for those with disabilities. We will do our best to accommodate those with disabilities. The final decision of services offered will be made by the director of Our Savior’s Lutheran Childhood Center and by the parents of the child. Decisions will be made with the best interest of the child in mind.

Class Size

We maintain a class size that represents a ratio of no more than 1 to 10 (Teacher and Assistant to students). We are presently licensed by the State of Colorado as a small childhood center that provides care for 5-15 children between the ages of 3 and 16.

Age of Child

The child must be three years old by September 30th of that school year to enroll into the Early Childhood program. The child must also be toilet trained. If an older child who is not toilet trained because of a physical disability is enrolled the following procedure will be followed when changing the child's diaper,

1. The bathroom across from the lower primary room will be used as the designated diaper changing area.
2. Staff member assisting in changing a diaper will wear disposable gloves which will be discarded after diaper has been changed.
3. The child will be placed on a clean, sanitized, dry changing mat.
4. The child will be cleaned wherever necessary.
5. Soiled/wet diapers and clothing will be replaced with clean diapers and clothing.
6. Soiled/wet clothes will be placed in a plastic bag for parents or guardians to take home. Soiled/wet diapers will be placed in a covered, impervious plastic-lined receptacle which will be emptied, cleaned, and disinfected daily or more frequently as needed to reduce odor.
7. The child's hands will be cleaned after diapering.
8. Staff member will clean and sanitize the diaper change area after diapering in conjunction with health department standards.
9. Staff member will thoroughly wash hands with soap and warm running water and dry hands with sanitary disposable towels after each diaper is changed.

Forms

The following forms are to be given to the school personnel upon registration:

- Application
- Birth Certificate copy
- Health records: Immunization Record copy
- Health History

- Authorization for medical or surgical care
- Authorization for field trips

Preschool Discipline Policy

It is important to teach children to conduct themselves in a way that shows love for God and kindness to each other. When this does not occur, the teachers take appropriate action. These are done out of love and for the good of those children who are involved. At the teacher's discretion the following guidelines may be used for disruptive behavior:

Disciplinary Guidelines

1. Remove the child from situation, speak with him, and receive apology.
2. Remove child from situation and all other children for a given amount of time.
3. Take away recess time or some other activity important to the child.
4. Send the child to the principal.
5. Call parents and have child removed from school for that day and meet with the parents and the Board of Education about the problems.
6. If the above actions do not work, the child will be removed from school.

Withdrawal

When withdrawing a child from the early childhood program, written notice to the director is required four weeks in advance. If four weeks advance notice is not given, parents are required to pay tuition four weeks from the time the notice is given. We maintain the right to discontinue early childhood services at any time.

Licensing Complaint

If you are unsatisfied for any reason or have a complaint please talk with your child's teacher. If the issue is not resolved to your satisfaction please bring the principal into the discussion. Should further work to resolve an issue be necessary it should be brought before the Our Savior's Lutheran School Board of Education. If you are still unsatisfied, you may write to or call the Colorado Department of Human Services at:

Colorado Department of Human Services
Division of Child Care
1575 Sherman Street, 1st Floor
Denver, CO 80203-1714
1-800-799-5876

Hours

Our early childhood program is in session from 8:20 am until 3:30 pm, Monday through Friday. The morning session begins at 8:20 am and ends at 11:45 pm and does not include lunchtime. The afternoon session begins at 12:00 pm and ends at 3:30 pm.

Attendance Policies

Absences will be classified as excused, unexcused, or planned. Absences and vacations are not subtracted from your tuition payment schedule. Definitions are as follows.

Excused absences include only the following:

1. Absences due to illness accompanied by a parent note or phone call (303-776-1688) within 24 hours of the start of the school day missed. If a child becomes ill during the school day, the parents will be contacted. The child will be allowed to rest until picked up. Consecutive days absent must be phoned in within 24 hours of EACH day missed.
2. Absences due to emergency circumstances, such as a death in the family, excused in advance or within 24 hours of the start of the school day missed.
3. If more than three consecutive days are missed, absences will only be excused with a written record explaining the condition and reason for extended absence. Absences that do not meet these criteria are unexcused.

When a student accumulates 10 combined absences or 3 unexcused absences in a school year, the principal and/or the Board of Education may require a mandatory meeting with the parents to address the problem.

Planned absences are any absence for non-illness or non-emergency nature (such as a family vacation). Planned absences should not exceed five days. Teachers must be informed when the appointment is made so that proper assignments can be given. Avoid scheduling doctor's appointments during school hours.

Appointments for sports or instrument lessons are not reasons to miss school.

Tardies will not be excused except in the case of poor weather or doctor appointments (with a written record). After the first three tardies in a quarter, parents will be called and informed that their child has been late three times. Following the third tardy in a quarter, the principal may require a mandatory meeting with the parents to address the problem. If tardies continue it may be necessary to meet with the Board of Education. Class periods begin at 8:20 am or 12:00 pm respectively. Attendance will be taken at that time.

Dropping Off

Early Childhood students must be accompanied to and from the classroom by an adult. The adult must sign the child in at the beginning of the school day. The classroom is open for arrivals at 8:00 am. Earlier arrivals will be required to enroll in the before school program.

Picking Up

Students must be picked up promptly when classes are dismissed (11:45 pm or 3:30 pm respectively). The adult must sign the child out at the end of each school day.

AUTHORIZATION TO PICK UP CHILD - - We must have written authorization from the parent for any person other than the parent to pick up the child. This includes carpooling. Only those on the pick up list are allowed to pick up your child. If someone tries to pick up your child and is not on the pick up list, identification will be needed and the parent will be notified. Once the parent gives permission for pick up, the child may go home with that person not on the pick up list. Students must be picked up by 3:45 pm. Late pick ups will be required to enroll in the after school program. Late pick up also proves to be unsettling to the children.

When an emergency prevents you from picking your child up on time, please notify the school (303-776-1688) immediately so we may assure your child that he has not been forgotten.

Before & After School Program

Families will have the option of enrolling their child in a before and after school program for early arrivals or late pick up. The following is a summary of the guidelines for the before and after school program.

- The hours of operation are 7:00 am to 8:00 am and 3:45 pm to 6:00 pm.
- The program is open to all school students (Preschool – 8th grade).
- Elementary school (1st – 8th grade) rates for early morning care are 50% of the standard rate. Afternoon care for elementary students would follow the standard rate outlined in the Tuition and Fees section.
- Each student's extended hours time will be scheduled in advance. This scheduling will allow billing to take place more efficiently.
- Unscheduled extended hours, with the exception of unavoidable circumstances, will result in the standard rate plus 25%.
- Families will be charged for every 15 minutes rounding up to the nearest quarter hour.
- Families who fail to pick up their child by 6:00 pm will be charged \$10.00 per 15 minutes late rounding up to the nearest quarter hour.
- If a child is not picked up by 6:00 pm, the program supervisor will initiate contact with the persons listed on the emergency contact information form beginning with the parents/guardians. Should we be unable to reach any of the listed contacts, the program supervisor will notify the principal and local authorities.

School Closing

Should inclement winter weather strike, tune your radios to KOA 850 AM or check the KOA website, www.850koa.com

The teachers will usually notify parents through a phone call if the school will be closed for any reason other than inclement weather. You may also call the school for more information.

Visitors

All visitors must check in with the director of the early childhood center. The director will have the visitor sign in.

Drills

- Tornado- In the event of a tornado drill, the students will proceed to the lower level of the school building where they will sit facing the wall with their arms over their head.
- Fire- In the event of a fire drill, the students will use the fire exit (blue door) and proceed to the open field away from the school building.
- Missing child- In the event that a child is missing from the proper location we will first have a team effort in finding the child. If the child is still not located on the school grounds, the police department and parents will be notified.
- Inclement and excessively hot weather- In the event that there is inclement or excessively hot weather, the students will remain inside the childhood center.

Accountability of Children

To assure the safety and whereabouts of your child we will have a sign in/out sheet. You must sign your child in and out each day. If someone else is picking up your child from the center, please make sure that it is someone who has been designated as a pick-up person.

Clothing & Personal Belongings

Please dress your child in comfortable play clothes and sturdy shoes for preschool. Many activities are messy, so clothing should be durable and washable! The preschool day includes outdoor time, so dress children warmly and include hats, mittens, and boots when appropriate. Label your child's outwear to avoid confusion! Send the children in clothes they can manage themselves.

Children should not bring items such as purses, money, candy, and toys to the center.

Health

Your child's health is a matter of major importance to all of us. If your child has allergies or health problems, please make the staff aware of them and special arrangements will be made if necessary. You may be called to pick up your child if he or she appears to have symptoms of illness during the class period. In such cases, the parent is contacted. In the case that the parent cannot be located, we will call the number of a friend or neighbor

listed on the child's application or emergency card. Paramedics will be called in case of emergency. When children are ill, please keep them at home; the preschool does not have facilities available for the care and comfort of sick students. Please notify the school if you know that your child has a communicable illness. We need to know so that we can take the proper precautions. Whenever there is a communicable illness, we will notify the Department of Education and Health Department.

Medical & Safety Guidelines

Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parental consent. Children are not allowed to bring medications to the center unless accompanied by a responsible adult. If medication is left over or out of date, parents are responsible for picking up the medication. One that is delegated by the center's licensed health consultant will administer medication. A written medication log will be kept on record for each child.

Medications will be kept in a clean area, locked and inaccessible to children. If refrigerated, the medication will be kept in a leak-proof container separated from food and inaccessible to children. Controlled medication will be counted and safely secured by the delegate of the licensed health consultant. The following policies and procedures have been written for the health and safety of your child:

1. Parents will be notified via telephone numbers listed on the application if a child becomes ill or an accident occurs.
2. In an emergency where time is a factor, staff will call 911 for local ambulance help and the child will be transported to an appropriate medical facility. Parents will be notified immediately. A complete written report will be recorded of all accidents, injuries, and incidents involving a child enrolled in the center.
3. Within 24 hours after the occurrence of an unusual accident, death or serious injury to a child, the appropriate reports will be submitted. A serious injury is defined as one that requires hospitalization of the child.

4. A log will be kept for all accidents, injuries, or incidents involving children, staff and visitors.
5. A first aid kit and emergency handbook is kept in the early childhood center. Standard first aid practices will be followed. Superficial wounds will be cleaned with soap and water, and protected.
6. Each morning before children arrive, the staff will check that the center is orderly and clean, and for any potential hazards that might cause injury to the children.
7. Hazardous substances will be stored out of the reach of the children and will be daily inspected. If a poisoning is ever suspected, the Poison Control Center will be contacted. The parents will be notified (written parental authorization on file).
8. Non-toxic paint will be used and stored out of reach of the children.
9. In the event of a communicable illness the Department of Education, Health Department, and the parents will be notified.
10. Entrance hallways and exits will be kept clear.
11. The staff will give attention for the safety and physical welfare of the children, NEVER LEAVING THEM UNSUPERVISED.
12. Unstable equipment will be repaired or eliminated. Only equipment suitable to the age group will be used.
13. Matches and flammable substances will be stored in proper containers out of reach of the children.
14. Electrical outlets will be covered when not in use.
15. Food will be stored in proper containers and sanitary measures will be taken when preparing daily snacks and noon lunch. All foods will be served in the Early Childhood Center.
16. Snack foods having pits, cores, or seeds will have the pits, cores, and seeds removed before serving them to the children.
17. The staff will be aware of children with allergies and take necessary precautions.
18. Children will cross streets only at the appropriate crosswalks and will be directly supervised.
19. In the event a child should become missing from the school, the police department will be notified and the parent will be called.

Child Abuse

Any caregiver or staff member in the child care center who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being

subjected to circumstances or conditions that would reasonably result in abuse or neglect will immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

Snack Time

The school will provide snacks for the children. A snack punch card is available for purchase.

Lunch Time

Lunch will be held in the classroom. The parents will need to provide a lunch for the children. A hot lunch ticket may be purchased for the occasional and scheduled hot lunch. You may also make use of our milk program. A milk ticket may be purchased as well. Tickets are available from teachers.

Rest Time

In compliance with state of Colorado rules regulating child care centers, Preschoolers at the facility longer than four hours will participate in a rest period. They will be provided with a cot and a quiet setting.

Multimedia Presentations

All videos used in the Early Childhood Center will be made available. If you would like to view a video beforehand, please notify the director and check out the video. No television or videos other than a "G" rating will be watched in the Early Childhood Center. All television and videos that are shown in the early childhood center will be age appropriate and will be used in a purposeful manner. The staff is aware and in control of all television and video viewing.

Field Trips

There are some walks and field trips scheduled during the year. There will be an itinerary of the trip provided before the field trip so you know where your child will be throughout the day. If your child arrives late on a field trip day and the class has already left, your child will be taken to and will be cared for by our first grade teacher.

Transportation

When riding in a vehicle, we require that there must be a seat belt for each child transported on a field trip. Children over 40 pounds must ride in a child restraint (booster seat) until they are 6 years old and 55 inches tall. No one under the age of 13 may sit in the front seat of any vehicle. Each vehicle will be required to have a cell phone in case of emergencies. A phone number list will be given to each driver. Each vehicle will have a staff member for supervision purposes. If there are not enough staff members, then the children will be under the direct supervision of the driver.

Parent Participation

You are your child's most important teacher, Parents are encouraged to participate in the classroom. Opportunities are provided for parent participation throughout the year. Watch the school newsletter for details.

Parent/Teacher Conferences

Parent/Teacher Conferences will be scheduled as needed. The director will notify you as to a time to set up a conference.

Newsletter

A weekly school newsletter will be sent home to keep you better informed concerning the activities and functions of our school,

Staff Development

The staffing of the childhood center will have at least 9 hours of training each year. The training will relate to one or more of the following areas: child growth and development, healthy and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Tuition and Fees

Our Savior's Evangelical Lutheran School is supported in large part by church members' regular offerings. Parents of students also support their child's education with registration fees and tuition.

Tuition

The following is the base tuition and fees schedule for all students, 2009-2010 school year. Tuition is paid in full upon enrollment or may be divided into 9 monthly payments, September – May.

		Monthly	Yearly
Kindergarten: (3 full days)	First Child	\$191	\$1,716
	Second Child	\$143	\$1,287
	Third Child	\$119	\$1,073

Kindergarten: (5 full days)	First Child	\$350	\$3,150
	Second Child	\$258	\$2,325
	Third Child	\$213	\$1,916

		Weekly	Monthly	Yearly
Preschool:	Five Days	\$143	\$547	\$4,919
	Three Days	\$99	\$367	\$3,300
	Two Days	\$66	\$264	\$2,376
	Half Days	\$17 per half day		

Before & After School Program (see school handbook for program details)

Before and after school hours may be scheduled and billed along with tuition or they will be invoiced separately.

Ages	1st Child Rate	2nd Child Rate
3-4 yr olds.....	\$8.00/hr.	\$6.00/hr.
5-6 yr olds.....	\$7.00/hr.	\$5.25/hr.
7 yr olds and up.....	\$6.00/hr.	\$4.50/hr.

Registration Fees

All registration fees are per student, nonrefundable, and due in full upon enrollment.

Application Fee: \$50 due at the time application for enrollment is submitted

Registration Fees:	\$110 Preschool and Kindergarten
	\$245 Grades 1-8
	\$150 Kindermusik® (grades K & 1 only)

All numbers are rounded to the nearest dollar.

Financial Agreement

Each family is required to read and sign a financial agreement. This agreement clearly states the school's expectations of each family as they enroll their child(ren). The financial agreement form will be completed together with the parent(s) or legal guardian(s) and the school financial secretary on registration day. A copy of the completed and signed document will be given to each family and the original kept on file by the financial secretary. By signing each family is in agreement with the following items:

- I am the parent or legal guardian of (Child(ren)'s Name).
- I agree to abide by the requirements written below and the policies set forth in the *School Handbook*.
- In return for this promise of continual fulfillment of all policies, Our Savior's program agrees to provide care for the above child that meets the standards and guidelines as set forth in the *School Handbook*.
- The set fees and tuition will be in effect until I sign a new agreement.
- I understand that all registration fees are required at the time of registration (unless other arrangements are agreed upon in writing).
- Tuition payments will be made at the rate of \$ _____, beginning on September 5th or 20th, 2009 (depending on my enrolled payment date with FACTS).
- A \$35 late fee will be charged for accounts not paid by the 5th or 20th of each month.
- If my child is not picked up according to the guidelines established in the Before and After School Program as described in the *School Handbook*, I will be charged according to the penalties outlined in the program.
- I understand that there is no automatic reduction of fees when my child is sick, on vacation, or gone from school.
- I understand that there is no refund on registration fees if I decide to withdraw my child from Our Savior's Lutheran School.
- I understand that my child's school records and an immunization card will be on file at Our Savior's Lutheran School before my child will begin school.
- I understand that change in membership status at Our Savior's Lutheran Church will result in a change in tuition amount.

- I further understand that tuition from the prior year must be paid in full before registering for the following school year. If an account falls thirty (30) days behind on payment the family will be required to communicate with the Board of Education about payment options. Accounts more than sixty (60) days delinquent will be turned over to a collection agency. If arrangements for payment have not been made within ninety (90) days Our Savior's Lutheran School reserves the right to terminate educational services.