



St. Paul's

Lutheran Preschool

Parent Handbook

"Train up a child in the way he should go and when he is old he will not depart from it". Proverbs 22:6

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TABLE OF CONTENTS

	Page
Welcome Letter from Pastor Ben Delin	4
“Play Today”	5
Mission Statement.....	6
Philosophy and Purpose	
Goals	
Admission and Registration	7
Admission	
Registration	
Supply List	
Lunch and Snack	8
Attendance	
Visitors	
Pick-up Authorization.....	9
Late Pick-up	
Safety and Supervision of Children	
Parent/Teacher Conferences/Other Services Providers	
Parent/Teacher Conferences/Other Services Providers (con't).....	10
Family Involvement Activities	
School Evaluation	
Continuity of Care/Open Door Policy	11
General Information	12
Hours	
Flexible Scheduling	
School Calendar	
Daily Schedule	
Rest Time.....	13
Curriculum	
Staff	
Non-Discrimination Policy	
Children with Special Requirements	14
Colorado Child Care Assistance Program (CCCAP)	
Scholarship	
Clothing	
Severe Weather/School Closure	
Guidance Policy.....	15
Health Guidelines	
Health Guidelines (con't)	16
Medication Policy	
Medical Emergency.....	17

TABLE OF CONTENTS

All Other Emergencies	17
Transportation	
Field Trips	
Field Trips (con't)	18
Television/Video Viewing/Computers	
Birthday	
Bathroom Protocol	
Procedure for Addressing a Concern	19
Procedure for Filing a Complaint	
Reporting Child Abuse	
Payment Policies	
Tuition Responsibilities	
Class Options	
Registration	20
Scholarship/CCCAP	
Monthly Tuition	
Discounts	
Schedule Change Requests	
Parent Acknowledgement	21
Parent Checklist (for the 1st day of school)	

Welcome to St. Paul's Lutheran Preschool

Dear Parents,

I would like to take this opportunity to welcome you and your child to St. Paul's Lutheran Preschool.

Our school was established in 2000 as a ministry of St. Paul's Lutheran Church, Durango, CO. Lutheran schools have a long history, extending back to the very roots of our country in the 1600s. The Lutheran Church Missouri Synod operates the largest Protestant school system in the world. All races, religions, and economic situations are welcomed into our schools.

Proverbs 22:6 tells us to:

“Train up a child in the way he should go, and when he is old he will not depart from it.”

Our preschool provides an integrated educational program for the young child, 2.5 to 5 years old, summer, and after school programs for children up to 10 years old, which foster the development of cognitive and psycho-motor skills in a Christian environment. St. Paul's provides a safe, loving, educational learning environment in which children may develop intellectually, emotionally, physically, and socially as they learn of God's love throughout the day.

I look forward to meeting you and seeing you frequently in the coming year. You are welcome to visit me, the church or the school at anytime. I invite you to join us for worship.

Sunday Worship	9:30 am
Sunday Adult Bible Class	10:45 am
Family Sunday School (2 nd and 4 th) Sunday of each month)	10:45 am

Sincerely,

Pastor Ben Delin
St. Paul's Lutheran Church
2611 Junction St.
Durango, CO 81301

PLAY TODAY?

You say you love your children,
And are concerned they learn today?
So am I... that's why I've provided
So many types of play.

You're asking me what's the value
Of blocks and other such play?
Your children are solving problems,
They will use this skill every day!

You're asking me what's the value
Of having your child play?
Your daughter's creating a tower;
She may be a builder someday.

You're saying you don't want your son
To play in that "sissy" way?
He's learning to cuddle a doll;
He may be a father someday!

You're questioning the interest centers;
They look like useless play?
Your children are making choices;
They'll be on their own someday.

You're worried your children aren't learning;
And that they'll have to pay?
They're learning a pattern for learning;
For they'll be learners always!

Author Unknown

MISSION STATEMENT

One of the ministries of St. Paul's Lutheran Church is its Preschool whose mission is to provide a safe, Christ-centered educational learning environment that nurtures the spiritual, intellectual, emotional, physical, and social development of each child through Christian love and care. We are committed to being a spiritual resource for every family who passes through our doors.

PHILOSOPHY AND PURPOSE

Children are a gift from God, unique and deserving of a safe, nurturing environment at all times. The first years of a child's life are extremely important for their total development. It is our philosophy that children naturally explore and learn of the world through their play and interaction with others. Knowing about God's love and care is as important a part of a child's growth as being properly fed and clothed. At St. Paul's, faith development will be evident in all aspects of your child's day.

GOALS

To impact the community

- as an outreach to parents of small children and as a spiritual resource for families

To give St. Paul's Lutheran Church a mission and utilize every member in this ministry

- adopt a grandchild program
- read and tell stories
- bring snacks; including fresh garden produce
- assist in the lunchroom, school library, and the classrooms
- utilize gifts by assisting with program management and school maintenance

Provide for children

- A safe, nurturing Christ-centered learning environment
- A learning environment that is stimulating, inviting, and developmentally appropriate to the needs of young children.
- Faith development which is at the core of all activities and aspects of the curriculum
- Spiritual growth opportunities
 - children understand that they are a child of God
 - children learn to speak to God through prayer
 - children learn that Jesus is their Savior and friend
- Intellectual growth
 - children learn about their world through experiential, hands-on play
 - language and literacy skills are stimulated and developed
 - math, science, practical life, history, music, and art are integrated into our day
- Emotional growth opportunities
 - positive self-concept is fostered
 - independence is encouraged
 - children learn to channel emotions appropriately
- Physical growth
 - children develop gross and fine motor skills
- Social growth
 - children learn to play, work, and communicate with peers and adults children learn to adjust to new situations, new people, and new routines

ADMISSION AND REGISTRATION

ADMISSION

All children age 2.5-10 years will be considered for enrollment providing the school has an opening and can adequately accommodate any special needs. The child may be placed on the wait list and called when an opening occurs.

REGISTRATION

Your child may begin school when the following enrollment forms are completed and returned with the non-refundable registration fee, at least 1 day prior to your child's first day :

- Registration Form
- Personal History Form
- Emergency Contact Card
- Contract for Educational Services
- Media Release
- Parent Handbook Signature Form
- Health Form - Upon enrollment, and annually thereafter, the State of Colorado requires that each child has in their file a current health examination report (less than 6 mo old), completed and signed by a health care provider, stating when their next exam is due.
- Immunization Record - Colorado law requires proof of immunization be provided prior to the first day of admission. It is our responsibility to advise you that some children at St. Paul's may not have all required immunizations.
 - Beginning July 1, 2016, parents/guardians seeking non-medical (religious or personal belief) exemptions for prekindergarten children attending preschool must submit non-medical exemption forms at each age when required vaccines are due.
 - Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice registered nurse.
 - Children with an exemption may be kept out of preschool during a disease outbreak. Tuition remains the same; it is not refunded or prorated during this time.

Enrollment is complete when all registration forms are completely filled out, received by the Director and the non-refundable registration fee is paid.

SUPPLY LIST

St. Paul's provides a wide variety of educational toys, games and activities. **Please** keep your child's toys safely at home. Thank you.

Each child needs the following items, **labeled** with their name:

- one complete change of clothing (underwear, socks, pants, shirt);
- one bottle of child safe lotion sunscreen (American Academy of Pediatrics does not recommend the use of spray sunscreen on young children);
- one child size toothbrush with cover and toothpaste;
- one reusable water bottle to keep at school (it will be sanitized regularly);
- one jacket, sweatshirt, or sweater (for sudden weather changes);
- one crib sheet, a small washable pillow, and/or one soft rest time item to cuddle;
- one small, child size backpack to leave at school for use on school field trips.

LUNCH and SNACKS

All meals and snacks (provided by the school) must meet the USDA Child and Adult Care Food Program Requirements. Since parents provide lunch at St. Paul's, if a child's meal from home does not appear to meet the USDA requirements, the school must have foods available to offer as a supplement.

CDHS regulations do not allow the school to provide sugar sweetened beverages to children. Beginning 2/1/16, St. Paul's will provide milk for lunch as it meets the requirements of the USDA CAFPR and CDHS new regulations.

A healthy snack consisting of at least two food groups will be provided for each child by the school as part of the morning and afternoon routine. If you are interested in hosting the snack speak to the Director or the classroom at least one week in advance of the event.

Each parent is responsible for providing a nutritious homemade lunch. Lunches that need to be kept cool may be stored in the school refrigerator. Items that are brought warm may be stored on the kitchen counter in a thermos. Please **do not** send items that need to be heated. According to CDHS regulations, a child's lunch must contain 1/3 of the USDA Child and Adult Food Program Requirements.

This translates into:

- 1 serving of milk
- 2 servings of fruit or vegetable products
- 1 serving of grain or bread products
- 1 serving of meat, fish, poultry, cheese, or alternate protein products

Note: St. Paul's opted to go **Lunchable Free in 2016** as one of our efforts to encourage healthy eating. Below are websites that provide great ideas for healthy lunches. Get ready to be creative and involve your child. Happy lunch making.

<http://school.familyeducation.com/slideshow/lunch/66587.html>

<http://blogs.familyeducation.com/parenting/moms/aliki-mcelreath/lunch-anyone>

<http://recipes.familyeducation.com/lunch/nutrition/63897.html>

ATTENDANCE

Colorado law requires that all students are signed in and out daily by parents and staff. This CDHS regulation is designed to ensure your child's safety and helps the school maintain required attendance records. If your child is ill, or will miss school for any reason, please notify the school prior to their scheduled arrival time, at (970) 247-1368; if no answer, please leave a message.

VISITORS

Visitors are welcome at St. Paul's. A visitor's log, including name, date, time and reason for visit is maintained. All visitors to the school must sign the visitor's log. Visitors unknown by staff may be required to show a government issued photo I.D.

PICK-UP AUTHORIZATION

Upon enrollment, parents/guardians must complete the pick up authorization section on the Emergency Information Card which informs the staff who is authorized to pick-up your child. Please update the emergency information card as soon as changes occur. As required by Colorado State law, and for the child's own protection, no child will be released to any person not listed on the card **without prior written consent**. We will also require government issued photo identification if we are unfamiliar with the person who is picking up your child. **Please respect this policy; it is for your child's safety.**

If your regular routine for pick-up changes, be sure to notify the school in writing, in advance, who will be picking up your child. Remember to update your Emergency Information Card as soon as changes occur, but at least annually.

LATE PICK-UP

St. Paul's closes at 5:30 p.m. All children must be picked up by this time.

- If you know that you will be detained, please notify the school immediately so that we may reassure your child that you will arrive shortly.
- If a child is not picked up by 5:30 p.m., parents will be called.
- After 5:30 p.m., you will be charged \$1 per minute (per child). This fee is due at pick up.
- If we are unable to reach parents, we will call individuals listed for emergency pick up.
- If your child has not been picked up by 6:00 p.m., staff will call the La Plata County Office of Social Services and/or the Durango Police Department for assistance.

SAFETY and SUPERVISION OF CHILDREN

The direct supervision and safety of each child is the primary concern of all staff and volunteers at St. Paul's. While supervising the children, no child will be left unattended. The staff and volunteers will devote their attention to the children.

Children may unwittingly engage in dangerous or hazardous play. Staff and volunteers are asked to immediately stop activities which place the child, staff, or other children at risk. Upon closing the school, the attendance sheets and all areas of the building will be checked to ensure that all children have been picked-up, signed out, and are not in the building.

PARENT/TEACHER CONFERENCES/OTHER SERVICE PROVIDERS

Parent/Teacher Conferences will be held twice per year, in the fall and in the spring (typically November and March). Parents and teachers will review the developmental results from ongoing classroom observations utilizing the Teaching Strategies Gold (TSG) assessment tool. Together the parents and teacher will discuss and set goals for their child's ongoing progress.

Please speak to the classroom teacher any time you have questions regarding your child's progress. Meetings may be scheduled at the request of the parents, staff, or special service providers in order to communicate effectively your child's progress and to evaluate goals

PARENT/TEACHER CONFERENCES/OTHER SERVICE PROVIDERS (con't)

previously established, to suggest the need for further observation, evaluation, identification of service needs, to better understand a specific concern, to provide parents with referral opportunities and materials or to establish goals to better serve a specific need of a child.

Meetings may also occur based on observations, evaluation and recommendation of our community resource network, including but not limited to: San Juan Board of Cooperative Educational Services (SJBoces), San Juan Basin Health, San Juan Kids/Early Intervention Colorado, AXIS Health, or individualized help from a mental health specialist. With parental written authorization, we will work together to develop a plan for further support, including but not limited to, discussing options for seeking further assessment, types of services available, and the sources of those services. The parents/guardians will be provided with a written and/or digital copy of this plan.

FAMILY INVOLVEMENT OPPORTUNITIES

St. Paul's provides monthly opportunities for you to meet, interact with, learn from, and enjoy the staff, parents, children, and congregation of St. Paul's Lutheran Church and Preschool Families are always welcome to join us for any activity (See the annual Family Activity Calendar, monthly calendar and newsletter).

St. Paul's hosts an annual fundraiser in February, your participation is encouraged. We collect Labels for Education and Laser and Ink jet cartridges. Please sign up to support St. Paul's when you shop at Amazon through AmazonSmile, and City Market through their City Market Community Care Program; both award us with a check. We call that no effort fundraising!

The maintenance and upkeep of the school provide opportunities for you to serve: shovel snow, donate or rake washed playground pea gravel, rake leaves, teach an art lesson, offer your sewing skills (there are always repairs to be done), cut things out for the teachers, help maintain the garden next spring and summer, volunteer to be with the children during rest time while the staff meet, participate in school planning or suggest how you can use your special skill or service to support the ministry of St. Paul's Lutheran Preschool.

Our 1st garden was a huge success and we look forward to a new adventure in the spring as we relocate and enlarge the garden into the front fenced area using the SeedMoney raised.

SCHOOL EVALUATION

Parents/guardians will be provided the opportunity to evaluate our program annually in order to maintain a program of the highest quality; the results of the evaluation will be available for review in the Director's office and will be posted on the parent bulletin board. A hard or digital copy may be obtained from the Director upon request. The evaluation will directly inform the quality improvement plan (QIP) and goals. Parents will be encouraged to help develop goals and implement the QIP.

CONTINUITY OF CARE/TRANSITIONS/OPEN DOOR POLICY

- Continuity of Care: St. Paul's provides continuity of care by maintaining teachers with their students in their classrooms throughout the day and the school year.
- Transitions: At St. Paul's, we are committed to developmentally appropriate practice as defined by the National Association for the Education of Young Children (NAEYC). Children are sensitive to changes in routine, new environments, and to separation from their parents or guardians. Therefore, we implement the following new student, home to school transition plan:
 - To help your child adjust from home to their new school environment we encourage you to bring your child for a short visit prior to their start date. You and your child will meet the teachers, observe, and/or participate in the classroom. With you present to provide comfort and support, the teacher will give you and your child a tour of the classroom and introduce your child to the other students in the class.
 - Once your child starts attending daily, it is important to establish a morning routine.
 - Upon entering the school have them hang up their coat, put their lunch away, go to the bathroom, and wash their hands.
 - We encourage parents to stay and help settle their child: play a game, read a book, play with blocks, and use the "good-bye" chair to wave and blow kisses.
 - One thing we must stress is honesty. Tell your child good bye and that you will see them after work, school, afternoon recess, or in time for ballet or soccer.
 - Your child may benefit from a transition where they attend two days the first week, then as they adjust to their new environment add the remaining days the following week.
 - Daily transitions from one activity to another i.e., free play to snack typically begins with the clean up song. The children and teachers sing and clean up together.
 - Prior to a child transitioning from the King's Kids classroom (2.5 - 4 yrs) to the Mighty Mites classroom (4 prior to Sept. 1, 2nd year student), the parent and child will have the opportunity to visit the classroom, meet the new teacher, discuss new routines, expectations, and together discuss whether the child is ready for the change.
 - Prior to transitioning from the preschool setting to Kindergarten, the Mighty Mites preschool class will discuss the changes that are about to occur, read books about going to Kindergarten and arrange for a visit with a nearby Kindergarten class to ease the adjustment.
- Open Door Policy - St. Paul's has an open door policy that encourages families to spend time in the classroom, on the playground, on field trips, for pizza days, and for special family events or activities.

GENERAL INFORMATION

HOURS

St. Paul's is open from 7:30 a.m. - 5:30 p.m., Monday through Friday.

Parents of children ages 2.5-10 will be interviewed by the Director prior to enrollment.

FLEXIBLE SCHEDULING

2-5 day preschool class options are available for children 2.5 - 5 years old.

Summer Fun and After School Kid's Club is available for children 6-10 years old.

SCHOOL CALENDAR

St. Paul's Lutheran Preschool will be closed for the following days:

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day plus Friday

Christmas Day/New Year's Day (typically 2 weeks)

Martin Luther King Day

President's Day

Good Friday

End of Semester Closure the Week including Memorial Day

Independence Day

One Day at the end of August for staff training (see annual calendar for dates)

DAILY SCHEDULE

The following is a sample daily schedule for St. Paul's Lutheran Preschool:

7:30 School Opens/Upon entry: Bathroom/Wash Hands/Free Play

8:30 Wash Hands/Snack

8:45 Group Opening/ Calendar/Weather/Story/Bible

9:00 Free Choice of Centers (Math, Lang, Science, Art, Creative Play, etc.)

10:30 Outside Free Play + Teacher Directed Gross Motor Activities

11:30 Wash Hands/Circle Time/Music/Movement

12:00 Wash Hands/Lunch

12:30 Bathroom/Wash Hands/Brush Teeth (Personal Hygiene)

1:00 Rest Time

2:45 As children begin to wake: Bathroom/Wash Hands/Sunscreen/Books

3:15 Wash Hands/Snack

3:30 Outside Free Play + Teacher Directed Gross Motor Activities

4:30 Wash Hands/Free Play

5:30 School Closes

REST TIME

Students in the King's Kids classroom (2.5-4 years) are provided a rest time daily. Quiet soothing music is played. The children bring their own bedding, pillow, and rest time cuddly to snuggle. The children are expected to quietly remain on their cot. At the child's request, a teacher may sit with the child to help them to settle down and/or gently rub their back, arms, or head. After the required time, the teacher may provide quiet activities for a child who is not sleeping. Upon waking, the child will: go to the bathroom, wash hands, the teacher will apply sunscreen, and then they find a book to read while the rest of the class awakens.

Students in the Mighty Mites classroom (4+ years) are provided a rest time daily. Typically the teacher reads to the students for 30 minutes while they rest quietly on pillows with blankets and/or a snugly from home. During this time some children do fall asleep. If a child falls asleep, they are allowed to sleep until they awaken or it is snack time.

CURRICULUM

Our core curriculum reflects that we are a Christian school whose goal is to share the love of Jesus with all children. It includes a broad range of developmentally appropriate activities that align with Colorado's Early Learning and Development Guidelines integrating Jesus time, the creative arts, practical life, sensory motor, math, science, language and literacy development, visual art, music and movement, indoor and outdoor gross motor play, social studies, cooking, dramatic play, and social/emotional development throughout the day. Teaching Strategies Gold, our seamless assessment system, aligns with our curriculum and the results are used for individual lesson planning and development.

STAFF

St. Paul's Lutheran Preschool is a mission of St. Paul's Lutheran Church and governed by the Preschool Board of St. Paul's Lutheran Church. The Early Childhood Director works with the staff to administer the curriculum as approved by the Preschool Board in alignment with State regulations and Colorado's Early Learning and Development Guidelines. All teachers meet or exceed State requirements for qualification to teach in a preschool. Teachers are hired for their love of Christ, knowledge of early childhood education, caring attitude, experience in working with and understanding the needs of young children. St. Paul's strives to employ staff who model their Christian beliefs and lifestyle.

All staff who work with children must complete 15 hrs of ongoing training, including:

- 1st Aid/CPR/AED certification, Medical Administration, and Standard Precautions
- Mandated Reporter, Child Abuse Prevention, Social Emotional Development (3 hrs)

NON-DISCRIMINATION POLICY

St. Paul's Lutheran Preschool acknowledges that each child is a unique gift from God and welcomes children of any race, color, national or ethnic origin, religion or socio-economic background, physical or mental ability, to all rights, privileges, programs, and activities generally made available to students at the school; and strive to lovingly educate each child.

CHILDREN WITH SPECIAL REQUIREMENTS

St. Paul's is in compliance with Americans with Disabilities Act, and makes every reasonable effort to accommodate the needs of each child and to integrate them into the developmentally appropriate classroom environment of their peers. Parents of a child with special requirements or needs will meet with the Director at the time of enrollment. The parents and the Director will determine the school's ability to meet the individual needs of the child. Children with special requirements have access to a wide range of developmental services recommendation of our community resource network, including but not limited to: SJBOCES, San Juan Basin Health, San Juan Kids/Early Intervention Colorado, AXIS Health, etc.

COLORADO CHILD CARE ASSISTANCE PROGRAM (CCCAP)

St. Paul's enrolls children contracted with CCCAP. Parents are required to sign in on the Point of Service (POS) machine and also sign in on the class sign in sheet each day.

- Children are expected to regularly attend on their scheduled days.
- Parents are expected to pay the established parent fee on the 1st of each month.
- Parents are expected to call and notify the school of an absence, prior to start time.
- When CCCAP will not pay for an absence(s), the parent must pay the school's current daily rate for each day absent when the child returns to school (3 absences allowed).

SCHOLARSHIP

St. Paul's Lutheran Church and Preschool have a Scholarship Program. Speak with the Director for more information.

CLOTHING

Please keep in mind that we are busy, and often messy, young people as we paint, splash, dig, create, climb, slide, explore, and discover. Send your child in clothing that can get dirty during a busy day of playful childhood learning.

Clothing should be simple, free of complicated fasteners, sturdy, washable, and appropriate for the season, so that your child can successfully manage clothing when using the bathroom. Coats or jackets for cool fall and spring days, snow pants, boots, mittens, and hats for wintry or snowy days. Children will spend part of each day outside unless severe weather conditions prevent outside play. "Layers" are most comfortable. **Please label all clothing.**

SEVERE WEATHER/SCHOOL CLOSURE

At St. Paul's the Director will determine whether weather conditions warrant activities being moved indoors. Temperature, wind speed, wind chill, rapidly changing weather conditions, rain, hail, snow, lightening, excess heat, the safety of children, and staff will be considered prior to making this decision. Parents should be sure that children are prepared for outdoor activities, especially in the winter, when students should wear, coats, gloves, snow pants, and snow boots to school regardless of the forecast. If Durango School District closes school for a snow day, St. Paul's will close school; no tuition adjustment is made for these closures.

GUIDANCE POLICY

In an effort to create an environment conducive to learning, the children at St. Paul's will be treated with respect at all times as staff use a team-based approach to focus on maintaining a socially and emotionally positive learning environment and to cultivate a supportive relationship with each child and their family. Our goal is to help teach children behavioral expectations so that they develop a positive self concept, maintain control of their emotions and reactions, and demonstrate love and respect for all people. Prevention is at the heart of guidance, which is in agreement with God's Holy Word, the Bible, and will be appropriate to the age and needs of the young child. The school has four simple rules:

- Love one another.
- Indoor feet walk.
- Indoor voices talk.
- Share.

Children will be taught individualized lessons in appropriate behavior and social competence, keeping the focus on prevention. At no time will any corporal punishment, harsh, humiliating discipline or discipline associated with rest, nap, or food be tolerated. The school will provide individualized social, emotional, and educational support services to children and their families, and engage in activities that cultivate relationships with the intent to reduce challenging behaviors, prevent suspensions and expulsions, and create a positive learning environment for all children.

Information is provided to the family: orally via meetings, written guidelines, suggestions and goals are created with the family and then the family is provided with a hard copy or digitally via email.

The School reserves the right to dismiss a child permanently if individual social and emotional remediation efforts, in consultation with parents/guardians, and intervention specialist services were unsuccessful, in order to protect the welfare of the child, other children, and/or staff at the School.

HEALTH GUIDELINES

Your child's health is of major importance to us. Each child must be in a normal healthy state and allowed to go outside in order to attend school. Any child who is ill will not be permitted to attend school in accordance with Colorado state law. If your child has a communicable disease or illness, please keep them at home where they will feel more comfortable as they recover. Please notify the school of the reason for the child's absence; (970)-247-1368.

If your child becomes ill, has an accident, or injury while at school, the staff will notify you by telephone and, if necessary, will call your child's doctor or medical facility, as instructed in writing on the emergency contact card. Ill children will be isolated, and kept comfortable until a parent, guardian, or other emergency pick-up contact arrive. **Please arrange to have your child picked up within 30 minutes.**

HEALTH GUIDELINES (con't)

Keep your child home if the child is unable to participate in the school's regular indoor and outdoor activities :

- Has symptoms of a communicable disease: (fever, red eyes, sore throat, vomiting, abdominal pain, diarrhea, headache, dizziness, etc.);
- Has a fever, 99.7° or above, or had one in the last 24 hours;
- Has an illness with heavy nasal discharge (especially if colored);
- Has a constant, deep, or uncontrolled cough;
- Is tired, cranky, out of sorts, or just feeling miserable;
- Has an undefined rash;
- Has had diarrhea or has vomited within the past 24 hrs.
- Is advised by the doctor to stay indoors;

Please call and notify school staff of your child's illness prior to their regular start time; (970)-247-1368, if no answer, please leave a message.

Your child may return to school:

- When fever free for 24 hrs, **unaided by fever reducers**;
- With a note from the doctor stating that your child is no longer contagious;
- When signs and symptoms of the communicable disease or illness are gone;
- When your child is diarrhea or vomit free for 24 hrs;
- When your child has recovered to the point of participating in the normal active daily, indoor and outdoor, preschool activities.

MEDICATION POLICY

- All medications given to children are required to have a prescription from a medical Doctor.
- The medication must be in its original container and have the prescription label attached.
- All medications to be administered, by trained, designated staff, must have a Medication Permission Form completed and signed by the parent and the physician.
- Each new course of medication must be accompanied by written instructions including the schedule, procedure, and dosage of the medication attached to the original medication container.
- Medication administration procedure requires that the staff, trained in medication administration, adhere to the "5 rights" in order to ensure medication safety; right child, right medication, right dose, right route, and the right time.
- All medications must be checked in with the Director or supervisor on duty.
- All medications will be stored in a locked container out of the reach of children.
- **At no time should a child possess or administer their own medication.**
- **Please do not put medication in your child's lunch box or backpack; it must be stored in the school's locked container.**

MEDICAL EMERGENCY

In case of an accident/injury or other medical emergency, your child's emergency information card will be followed. Minor first aid will be undertaken to the extent of the staff's abilities and 1st Aid training. All injuries, no matter how minor, will be recorded. A note will be sent home with the child to notify the parent. The parent must sign the form, indicating that they have read it; then return the signed form to the School the next day.

When necessary, staff will call 911 for an ambulance or paramedics or other appropriate emergency personnel. Parents/guardians assume responsibility, and release the school from liability, for all expenses and treatment provided.

ALL OTHER EMERGENCIES

The School will conduct regular fire drills, emergency preparedness drills, and will post directional floor plan maps at designated exits to ensure the safe exit of the children and staff. Emergency situations such as fire, tornado, or an unaccounted-for child require immediate 911 notification. In the event of fire, we evacuate to our designated meeting place and, with a class list and physical count, verify and account for all children. If any other emergency is a concern in the area surrounding the school the staff will follow the instructions of emergency personnel by taking the children to a safe location and then contact the parents immediately for pick-up.

TRANSPORTATION

St. Paul's Lutheran Preschool does not offer daily transportation as a service to its clients. In the event of an **extreme** medical emergency, where transportation may not be immediately available by emergency services and/or at the request of a parent/guardian, we may offer transportation to seek appropriate emergency medical care.

FIELD TRIPS

Field Trips may be taken on foot or by use of public transportation only.

St. Paul's does not provide transportation to and from the school, or on field trips.

- Parents will be notified of field trips in the following ways:
 - on the monthly class activity calendar and/or newsletter;
 - on the daily sign-in sheet, the day before and the day of the field trip, and;
 - on the school door the day of the field trip, including where, the address, times of departure and return, and the number where a staff member can be contacted;
- In the event that a child arrives at the school after the class has departed on a field trip, the field trip information will be posted on the exterior entrance door of the school and the parent is welcome to bring the child to the specified location for drop-off.
- When on foot, the children will typically travel in pairs with one staff in the front and one in the rear of the group (always two staff deep).
- When on public transportation, the children will be required to remain seated at all times and speak quietly.

FIELD TRIPS (con't)

- Signing your child in each day indicates permission for your child to participate in all school activities that day, including, but not limited to, field trips. As part of the child's registration packet, parents also sign a general field trip permission form for their child to participate school field trips.
- A first aid kit, emergency phone numbers, a cell phone, water, and staff trained in First Aid/CPR/AED will be taken on all field trips. If a child is injured on a field trip the appropriately trained personnel will provide care, and/or emergency services and parents/guardians will be called. Parents/guardians assume responsibility, and release the school from liability, for all expenses and all treatment provided.

TELEVISION/VIDEO/COMPUTER

Viewing of videos or TV is very limited. Occasionally a video may be shown to compliment a theme or classroom lesson plan. Only age appropriate educational videos will be shown, with advance Director approval, and staff will be present with the children at all times.

Students may spend up to 15 minutes per week engaging in educational computer games.

BIRTHDAYS

Staff enjoy celebrating your child's birthday and making it special. If you wish to send a special store bought treat or plan a classroom activity for the occasion, speak with your child's teacher one week in advance. Children love to plan their birthday treat; you may be surprised by what they want to bring. The children have chosen to share caprese salad, pumpkin muffins, veggies and dip, real fruit popsicles, pumpkin pie with fresh whipped cream, and ice cream; just to name a few.

BATHROOM PROTOCOL

All children attending St. Paul's must be self-sufficient in the bathroom. Complete independence includes wiping, dressing and undressing. Exemptions are allowed by ADA regulations for a child with a current IEP that includes bathroom training goals.

Please dress your child in easily managed clothing, so they may experience success in the bathroom. Children become frustrated when they are unable to unbutton, unhook, unsnap, or unbuckle clothing in time to prevent an accident. Please provide your child with at least one complete change of clothing, so that they will be comfortable should an accident occur. If an accident occurs, a staff member will offer verbal guidance to help child as the child changes. If the child is unable to follow the instructions and the child does not want staff help, it may be necessary to call the parent(s) to come and assist the child.

Please note: The school is licensed for children who are able to take care of their own toileting needs. Children attending the school may not wear diapers or pull-ups.

PROCEDURE FOR ADDRESSING A CONCERN

- All concerns should be taken up first with the person the concern addresses.
- If you are not satisfied with the results, then take the concern to the Director.
- From the Director it would go to the Preschool Board, and then to the Pastor.

It is the goal of this school to resolve any concerns immediately, in a loving, respectful, Christ-like manner. Staff look to Matthew 18:16-20 for guidance.

PROCEDURE FOR FILING A COMPLAINT

Complaints about the School can be directed to the Colorado Department of Human Services, Office of Early Care and Education, 1575 Sherman St., Denver, CO 80203, (303) 866-5958 or 1-800-799-5876.

PROCEDURE FOR REPORTING CHILD ABUSE

All professionals who work with children are mandated child abuse reporters. If staff suspect child abuse, they will comply with Colorado law and report any suspected cases of child abuse or neglect. The staff member will report to the Director and together they will report to the La Plata County Department of Social Services and/or the Durango Police Department.

If you believe that your child has been abused, you should seek immediate assistance from the La Plata County Department of Social Services by calling (970) 382-6150.

PAYMENT POLICIES

Tuition Responsibilities

- Tuition is due on the 1st of each month PRIOR to attendance.
- 10% late fee will be assessed on the 6th of the month.
- Payment plans arrangements must be made by advance written notice given to the Director.
- Tuition is an annual fee, divided for your convenience, into 12 equal payments.
- Tuition is the same each month regardless of school closures or school attendance.
- If an account becomes delinquent, the child will be unable to attend until the account is paid in full (please speak to the Director to make special arrangements).
- I understand that I must give **a 2 week advance written notice** to withdraw my child. If I am unable to give a two week advance written notice I am still financially responsible for payment of the two week period.
- Non-payment of tuition or CCCAP parental fee is grounds for immediate dismissal.
- **The tuition rates are subject to change with a 30 day advance written notice.**

Class Options:

Preschool and Summer (2.5 - 5 years), children must be self sufficient in the bathroom

Mornings (8:30 -12:30, 5 half days only) Full Days (7:30-5:30, 2-5 days)

Summer and After School (5 - 10 years)

Hours: 7:30 a.m. – 5:30 p.m.

King's Kids Classroom (2.5 - 4 yrs)

Mighty Mites Classroom (4+ by Sept. 1)

Registration:

The non-refundable registration fee per child is \$50 is due at registration.

Scholarship/CCCAP

St. Paul's Lutheran has a scholarship program and has a contract with the Colorado Child Care Assistance Program.

Monthly Tuition:

Two-Day Schedule	(Tuesday/Thursday) Full Day	\$ 356.00
Three-Day Schedule	(Monday, Wednesday, Friday) Full Day	\$ 480.00
Four-Day Schedule	(Monday-Friday 4 available days) Full Day	\$ 590.00
Five 1/2 Day Schedule	(Monday-Friday) 8:30 a.m. - 12:30 p.m.	\$ 460.00
5 Full Days	(Monday-Friday) 7:30 a.m. - 5:30 p.m.	\$ 700.00
After School Care	Available (Mon -Fri) 3:00 p.m. - 5:30 p.m.	\$ 150.00
Summer (5 - 10) Care	(Monday-Friday) 7:30 a.m. - 5:30 p.m.	\$ 600.00
Single Additional Full Day	7:30 a.m. – 5:30 p.m.	\$ 40.00
Single Additional Half Day	(less than 5 hours)	\$ 25.00
(These rates apply to registered, contracted students only)		
Hourly rate for hours beyond contracted hours		\$ 5.00
Drop In Daily Rate (5 hrs or more)	7:30 a.m. – 5:30 p.m.	\$ 45.00
Drop In Daily Rate (less than 5 hrs)		\$ 30.00

Discounts (one discount per family)

Second Child Discount - 10% taken off lower tuition (regular pay clients only).

St. Paul's Lutheran Church, Active Member Discount - 10% discount with Pastor approval

Schedule Change Requests

- Schedule changes, with two weeks advance written notice, will be considered.
- The advance written notice for schedule changes must be given to the Director.
- Changes will be honored as space permits.
- Changes go into effect after administrative approval.

St. Paul's Lutheran Preschool is a mission outreach of St. Paul's Lutheran Church; together we look forward to providing a safe, enriching, Christ centered learning environment for your child.

PARENT ACKNOWLEDGEMENT

By signing below, I, the parent/legal guardian, acknowledge that I have received, read, understand, accept the conditions of, give authorization and approval for the activities described, and agree to abide by the Policies and Procedures in the Parent Handbook of St. Paul's Lutheran Preschool.

Parent/Guardian

Date

Parent/Guardian

Date

**Please return the parent acknowledgement to the office
to complete your child's admission requirements.**

Thank You and Welcome to St. Paul's!

Parent Checklist

for the 1st day of school

- Registration Form
- Personal History Form
- Emergency Contact Card
- Contract for Educational Services
- Media Release
- Parent Handbook Signature Form
- Health Form
- Immunization Record

Please label all of the following:

- Extra change of clothes including socks and underwear
- Jacket, sweater, or sweatshirt for sudden weather changes
- Sunscreen (no spray)
- Toothbrush with cover and toothpaste
- Rest time bedding and snuggly
- Child size backpack
- Reusable Water Bottle
- Completely prepared, healthy lunch