



Christ Lutheran Day School Parent Handbook 2023-2024

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CHRIST LUTHERAN DAY SCHOOL CALENDAR 2023-2024

August 14-18		Staff Work Week
August 16	5 p.m.	Family Orientation
August 18	10-2:00 p.m.	Schoolwide Classroom Visits
August 21		First Day of School & Extended Care
September 4		HOLIDAY – Labor Day
September 21		Open House - Pre-K
September 27		Open House – 3s & Monday/Wednesday/Friday 2s
October 5		Open House – Toddlers & Tuesday/Thursday 2s
October 9		HOLIDAY - Columbus Day
October 19		Fall Fest Fundraiser
October 26-27		Parent-Teacher Conferences/CLOSE AT NOON
November 14	11:00 a.m.	Thanksgiving Feast/CLOSE AT NOON
November 15-17		NAEYC Conference/NO SCHOOL
November 20-24		HOLIDAY – Thanksgiving Break
December 14	10:00 a.m.	Christmas Program/CLOSE AT NOON
December 15-January 2		HOLIDAY - Christmas Break (Jan. 2 workday for staff)
January 3		Classes Resume
January 15		HOLIDAY - Martin Luther King, Jr. Day
January 18		In-House Registration for 2024-2025
January 25		Open Registration for 2024-2025
February 16	9:00 a.m.	Pre-k 4s and 5s Donuts with Dads
February 19		HOLIDAY - Presidents' Day
March 8	10:30 a.m.	Grandparents' Day
March 11-15		HOLIDAY - Spring Break
March 18		Staff Work Day/NO SCHOOL
March 21-22		Parent-Teacher Conferences/CLOSE AT NOON
March 29 & April 1		HOLIDAYS - Good Friday & Easter Monday
April 25		CLDS Fiesta/CLOSE AT NOON
April 26		HOLIDAY – Battle of Flowers
May 10		Pre-K 4s and 5s Mother's Day Tea
May 16	10:00 a.m.	Closing Program/Last Day of School/CLOSE AT NOON
May 17		Staff Work Day

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Dear Day School Families,

Welcome to Christ Lutheran Day School. We are all very excited about the 2023-2024 school year.

CLDS has been accredited by the National Association for the Education of Young Children since 1996. We are honored to be among the few San Antonio preschools to receive this recognition. We take great pride in providing your child with the highest quality of education in a loving and nurturing environment.

CLDS is also licensed by the Texas Department of Family and Protective Services. Our yearly report is posted in the Day School Office and can be viewed upon request. To contact the local licensing office or PRS child abuse hotline, please visit www.dfps.state.tx.us or call:

Licensing Office (210) 337-3399

PRS Child Abuse Hotline 1-800-252-5400

Thank you for choosing Christ Lutheran Day School. I look forward to partnering with you.

For the children,
Dana Ferraro
Director

Mission and Philosophy of Christ Lutheran Day School

Christ Lutheran Day School is a ministry of the congregation directed toward the congregation and the community. We exist to fulfill our Lord Jesus Christ's command to go baptize, teach and make disciples. To do this, we will provide the following.....

---A safe, nurturing environment where children can joyfully experience their first major away-from-home educational instruction. This will be accomplished in a setting in which each child feels emotionally safe, secure, accepted for himself/herself and loved unconditionally, and in compliance with the standards set forth by the State of Texas.

---A place where children can learn what it means to be a Christian and how to live as a Christian, with the help of daily Chapel services that instill basic Christian principles. We will encourage understanding, acceptance of others' feelings, unselfishness, patience, kindness, forgiveness, and grace.

---A setting in which each child may learn and grow as a whole person – physically, emotionally, socially, spiritually, and intellectually – in accordance with each child's developmental age, individual abilities, and potential.

---A partnership with parents and families to provide a safe, nurturing, and quality education. We will collaborate with parents to ensure the best environment and experience for all our children.

“Christ Lutheran Day School admits students of any race, color, national and ethnic origin to all the 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 and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.”

CURRICULUM & ASSESSMENT

Christ Lutheran Day School's curriculum philosophy is based upon the following principles:

- Developmentally appropriate practices as established by the National Association for the Education of Young Children.
- A focus on the whole child - to include development in the areas of literacy, sensory organization, motor activity, social-emotional development, and approach to learning.
- A belief that children develop through a developmental continuum, rather than accomplishing a particular skill set all at once.

Christ Lutheran Day School has created a curriculum that looks at each child's individual needs and goals to help scaffold him/her to his/her fullest learning potential. The foundation of our program is based on the Creative Curriculum. We use this program as a framework to support the learning environment each teacher creates in the classroom. This includes creating interest areas around the room, and a consistent schedule that meets the needs of the children. The Texas Prekindergarten Guidelines are followed as well.

In addition to Creative Curriculum, we use the Learning Without Tears curriculum. This multisensory, developmentally appropriate instruction helps to give our children all the tools they need to learn to express their thoughts, step by step, and eventually letter by letter.

We utilize the Teaching Strategies Gold system to assess and meet the individual goals of each child. This allows teachers a set of developmentally appropriate and intentional goals to set forth for each child. It also gives each teacher a valid assessment tool in order to see the progress each individual child is making throughout the school year. Assessments are done continuously throughout the year and include family feedback and collaboration. The teachers use formal and informal assessments to guide their weekly lesson plans. Teachers use daily observations, the Teaching Strategies Gold observation/documentation program, and individual weekly journals to keep track of each child's progress throughout the year.

Conscious Discipline is utilized as a foundation for our teachers to integrate social-emotional learning into our curriculum. (See Discipline & Guidance section for more information) CLDS students are continuously assessed on the continuum. These assessments are designed to measure a child's performance of a real or designed task or activity relevant to the desired learning. Performance observations are directly related to the child's development and achievement.

Christ Lutheran Day School may request the services of the school district child development screening department when needed.

Objectives for Development & Learning from Teaching Strategies Curriculum

Social-Emotional

1. Regulates own emotions and behaviors
 - a. Manages feelings
 - b. Follows limits and expectations
 - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
 - a. Forms relationships with adults
 - b. Responds to emotional cues
 - c. Interacts with peers
 - d. Makes friends
3. Participates cooperatively and constructively in group situations
 - a. Balances needs and rights of self and others
 - b. Solves social problems

Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
 - a. Uses fingers and hands
 - b. Uses writing and drawing tools

Language

8. Listens to and understands increasingly complex language
 - a. Comprehends language
 - b. Follows directions
9. Uses language to express thoughts and needs
 - a. Uses an expanding expressive vocabulary
 - b. Speaks clearly
 - c. Uses conventional grammar
 - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
 - a. Engages in conversations
 - b. Uses social rules of language

Cognitive

11. Demonstrates positive approaches to learning
 - a. Attends and engages
 - b. Persists
 - c. Solves problems
 - d. Shows curiosity and motivation
 - e. Shows flexibility and inventiveness in thinking
12. Remembers and connects experiences
 - a. Recognizes and recalls
 - b. Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
 - a. Thinks symbolically
 - b. Engages in sociodramatic play

Literacy

15. Demonstrates phonological awareness
 - a. Notices and discriminates rhyme
 - b. Notices and discriminates alliteration
 - c. Notices and discriminates smaller and smaller units of sound
16. Demonstrates knowledge of the alphabet
 - a. Identifies and names letters
 - b. Uses letter–sound knowledge
17. Demonstrates knowledge of print and its uses
 - a. Uses and appreciates books
 - b. Uses print concepts
18. Comprehends and responds to books and other texts
 - a. Interacts during read-aloud and book conversations
 - b. Uses emergent reading skills
 - c. Retells stories
19. Demonstrates emergent writing skills
 - a. Writes name
 - b. Writes to convey meaning

Mathematics

20. Uses number concepts and

operations

- a. Counts
 - b. Quantifies
 - c. Connects numerals with their quantities
21. Explores and describes spatial relationships and shapes
 - a. Understands spatial relationships
 - b. Understands shapes
 22. Compares and measures
 23. Demonstrates knowledge of patterns

Science and Technology

24. Uses scientific inquiry skills
25. Demonstrates knowledge of the characteristics of living things
26. Demonstrates knowledge of the physical properties of objects and materials
27. Demonstrates knowledge of Earth’s environment
28. Uses tools and other technology to perform tasks

Social Studies

29. Demonstrates knowledge about self
 30. Shows basic understanding of people and how they live
 31. Explores change related to familiar people or places
 32. Demonstrates simple geographic knowledge
- ### The Arts
33. Explores the visual arts
 34. Explores musical concepts and expression
 35. Explores dance and movement concepts
 36. Explores drama through actions and language
- ### English Language Acquisition
37. Demonstrates progress in listening to and understanding English
 38. Demonstrates progress in speaking English

DISCIPLINE & GUIDANCE

CLDS follows the principles of Conscious Discipline, an evidence-based, self-regulation program that integrates social-emotional learning and discipline. The program, developed by Dr. Becky A. Bailey, empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. Both adults and children learn skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs, and getting along with others.

Research on brain function shows that learning takes place in an emotional and behavioral context. When children can attach academic skills to feelings and actions that are part of their everyday world, they are more likely to use those skills. Conscious Discipline creates a “School Family” that fosters meaningful academic and social learning together. Every classroom management system must have a core motivator; the motivator in Conscious Discipline is the School Family. Connection, belonging and contribution within the School Family create cooperation among children. Students are intrinsically motivated to be helpful, responsible, and caring classroom citizens.

Conscious Discipline is specifically designed to teach the following:

- Anger management
- Helpfulness
- Assertiveness
- Impulse Control
- Cooperation
- Empathy
- Problem-solving

Real-life conflict and challenging situations serve as character education curricula for the Conscious Discipline classroom. Conflict is viewed as a teaching opportunity, and adults are empowered to transform it into a valuable lesson. Character education is part of everyday life, not an activity that occurs separately.

Conscious Discipline builds self-esteem by addressing children’s universal need to be generous and contributing members of a group. Each child holds a job and is responsible for the effective running of the classroom. This consciousness increases effectiveness and fosters a reflective, thinking mind by strengthening the frontal lobes of the brains of those who exercise its principles. They allow impulse control, problem-solving, empathy, and proactive strategies during difficult situations.

Adults model calmness, respect, responsibility, etc. Conscious Discipline links home and school, as the School Family, is seen as an extension of the home family. The School Family provides the infrastructure in the classroom to handle difficult life events in a child's life, in the community, and in the world. Conscious Discipline operates on a basis of creating physical and psychological safety for children. Research shows that the brain functions optimally in a safe, stimulating environment. This principle is at the program’s core.

See http://www.beckybailey.com/cd_what_do.cfm (source) for more information.

PROGRAM OF ACTIVITIES

Children will experience daily worship in Chapel, music, and motor skills class, and ample outdoor playtime. They will also enjoy hands-on experiences through the following centers:

- **Block Center** – This center enhances math concepts, reasoning, cause/effect, socialization, and language skills.
- **Dramatic Play Center** – Children act out or practice what they see in life. This center encourages socialization, positive emotional growth, creativity, and speech and language development.
- **Creative Art Center** – This center stresses creative expression, self-concept, and fine motor skills (necessary for printing). The process is more important than the product.
- **Manipulative Center** – This center stresses fine motor skills and encourages children to think, reason, and question with activities that include labeling, classifying and sorting, sequencing and patterning, etc.
- **Writing Center** – This center develops fine motor skills and encourages important literacy skills, such as concepts of print, functions of print, and phonological awareness.
- **Discovery Center** – This center encourages exploration through the use of the five senses, experimentation, documentation, and follow-through.
- **Sensory Center** – This center is designed to give children additional tactile experiences. Rice, water, sand, oatmeal, etc. with measuring spoons, cups, etc. provide endless opportunities for science and math concepts.
- **Library/Cozy Corner** – This should be a quiet comfortable area that encourages introspection, appreciation for books, listening skills (tapes), self-expression (flannel board puppets), and language development.

COMMUNICATION

Please direct any questions or concerns about your child's classroom, our school policies, and/or the program as a whole to the Director, Dana Ferraro. She may be reached on her direct line at (210) 269-2864. Teachers will NOT be available to communicate during the school day, so please call or email the office to leave a message for a teacher.

Grievance Procedures for Day School Families

- Families should first discuss any grievance with their child's teacher.
- Families should contact the Director if the grievance is not resolved.
- If the Director cannot resolve the grievance, a meeting will be arranged with the Day School Board.
- If the Board is unable to resolve the issue, the final authority will be the Christ Lutheran Church Pastor.

The main source of communication from the school will be emailed. You will receive weekly email updates from the office on Fridays, and additional updates as needed. The school will also communicate with families through phone calls, class journals, daily notes (2's/Toddlers), and the Kangaroo Time app. We also post regular updates and photos on Facebook (www.facebook.com/christlutherandayschool) and Instagram (Christ_Lutheran_Day_School) pages.

Parent/Teacher conferences will be held for all children in the fall and again in the spring (please check the school calendar). At this time, parents and teachers can update one another on the child's general progress

and discuss any concerns or goals that either might have. Parents are encouraged to schedule conferences with teachers any other time that they have questions or concerns about their child or our program. Conferences with the Director are encouraged for any parent who desires one at any time during the school year as well.

ENROLLMENT

Eligibility

Children ages eighteen months through five years old as of September 1st are eligible for enrollment in Christ Lutheran Day School. Exceptions may be made to meet individual needs.

Admission Policies

Christ Lutheran Day School is licensed by the Texas Department of Protective and Regulatory Services as a preschool for children. Christ Lutheran Day School does not discriminate against any child due to ethnic background, religion, sex, national origin, or color. Registration is held each January for families already enrolled in the program and parishioners. Open registration for new students will follow.

In-house Registration Process

In-house includes current students, incoming students with siblings currently attending CLDS, Christ Lutheran Church members, and CLDS alumni. We fill our classes using our in-house priority process:

1. Current students
2. Incoming students with current CLDS siblings
3. Christ Lutheran Church members
4. Alumni

Registration packets will be accepted during school hours and are due by 4 p.m. on the first day of Open Registration. We need the completed paperwork, registration fee, and supply fee when the packet is delivered unless other arrangements have been approved by the director.

If there is a larger demand for a class than there are spots, we will go to our first priority group and continue down our priority list. If the first priority group exceeds the available class spots, a lottery system will be implemented. For example, if we have 12 spots for our M/W/F class and 15 current registration packets for that class, we will start with a lottery of our current students and fill the class with that group first. If spots remain, we will do lotteries with the remaining 3 groups. This will be a closed-door lottery where names will be chosen at random. Families will be informed of the results by the end of the next day.

Open Registration Process

Open Registration will begin at a designated time through a Zoom call. We will begin filling classes starting with our oldest age groups. We will call names off of our waitlist based on the time they were listed. Once a student has accepted a spot, any siblings will be offered a spot based on sibling priority, unless that program is full. We will call names until the program is full.

Dismissal from the School

Our goal at CLDS is to limit or eliminate the use of suspension, expulsion and other exclusionary measures. This action will only occur after all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child. CLDS will offer assistance to the family in accessing services and an alternative placement. We will always comply with federal and state civil rights laws. Any student who could endanger the health, safety, and/or emotional well-being of other people,

may be suspended, or withdrawn from the school for the remainder of the school year, at the discretion of the Director.

FINANCIAL INFORMATION

Registration and Supply Fees:

A registration fee of \$300.00 and a supply fee are paid at the time of registration for each child enrolled in the school. The registration fee reserves a place in the school for your child for the period of time for which you are enrolling. This fee is paid annually. The supply fee pays for materials needed for daily and special classroom projects (i.e. painting, paper goods, cooking, etc.). This fee is paid annually. No refunds for registration.

Tuition

Tuition is due on or before the first of each month. No reduction in tuition or refunds will be made as a result of holidays, absences, or family vacations. All families who have more than one child attending the school will receive a 5% discount on the tuition for the second child.

Early Bird and Extended Care services may be requested on the monthly tuition form and MUST be turned in by the last Monday of every month. Any requests made after this date will not be guaranteed and will be honored only if staffing allows.

Early Bird (7:30 a.m.-8:35 a.m.) Fees - \$12 per morning

Extended Care (12:00 p.m.-4:00 p.m.) Fees - \$12 per hour

Late Tuition

Preschool tuition is considered late on the 10th of each month. Effective on the 11th of the month, a late fee of \$15.00 will be assessed. A fee of \$2 per day for each day thereafter will be accrued per child whose tuition is outstanding. Once an account is 30 days past due, a meeting with the Director is required, and a payment plan will be put into place.

If a tuition account becomes 60 days past due or more than 30 days past due three times in an academic year, the Director, in consultation with the Day School Board, may choose to terminate the enrollment of that family's children. Written notice of the decision will be given to the family, requiring them to remove the children within five days and to sign a written payment plan for the balance owed. Requests for exceptions for families experiencing difficulty with payments must be presented in writing to the Director for consideration by the Day School Board.

Scholarships

Requests for scholarships should be made prior to or in conjunction with Day School Registration held in January/February. Scholarships are awarded for the upcoming school year. Requests made after the start of school or during the course of the year will be addressed at those times.

The Scholarship Form should be returned to the Director. The Day School Board (or other appointed committees) shall award the requests based on the recommendations of the Director. Scholarships may be partial or full, depending on the availability of funds and/or the nature of the request. Not all requests are guaranteed to be accepted.

CHRIST LUTHERAN DAY SCHOOL
2023-2024 Tuition/Fee Schedule

Registration Fee (nonrefundable).....\$300.00

Supply Fee (refundable until March 12, 2023)

Registration and supply fees are due at the time of registration.

Pre-Kindergarten program.....\$325.00
 3-year-old program.....\$300.00
 2-year-old and toddler program..... \$275.00

Tuition (September – May) *Tuition may be paid in full, by semester, or monthly.*

5-day Full Day Pre-Kindergarten Program (8:35 a.m. - 2:00 p.m.)

Yearly payment.....\$6,570.00
 Semester payments.....\$3,285.00
 Monthly payments.....\$730.00

5-day Half Day Pre-Kindergarten Program (8:35 a.m. - 12:00 p.m.)

Yearly payment.....\$5,490.00
 Semester payments.....\$2,745.00
 Monthly payments.....\$610.00

5-day 3-year-old program (8:35 a.m. - 12:00 p.m.)

Yearly payment.....\$5,130.00
 Semester payments.....\$2,565.00
 Monthly payments.....\$570.00

3-day 3-year-old program (8:35 a.m. - 12:00 p.m.)

Yearly payment.....\$4,230.00
 Semester payments.....\$2,115.00
 Monthly payments.....\$470.00

3-day 2-year-old program (8:35 a.m. - 12:00 p.m.)

Yearly payment.....\$4,050.00
 Semester payments.....\$2,025.00
 Monthly payments.....\$450.00

2-day 2-year-old program (8:35 a.m. - 12:00 p.m.)

Yearly payment.....\$3,330.00
 Semester payments.....\$1,665.00
 Monthly payments.....\$370.00

3-day 18-month-old program (8:35 a.m. - 12:00 p.m.)

Yearly payment.....\$3,780.00
 Semester payments.....\$1,890.00
 Monthly payments.....\$420.00

2-day 18-month-old program (8:35 a.m. - 12:00 p.m.)

Yearly payment.....\$3,600.00
 Semester payments.....\$1,800.00
 Monthly payments.....\$400.00

Extended Care *(available from 12:00 p.m. to 4:00 p.m., in full-hour increments)*.....\$12.00 per hour

**5% monthly discount available if using full-time (every day the student attends, 12-4) extended care*

Early Bird *(available from 7:30 a.m. to 8:35 a.m.)*.....\$12.00 per morning

**5% monthly discount available if using full-time (every day the student attends) early bird care*

ARRIVALS & DEPARTURES

Morning drop-off is *between 8:35 a.m. and 8:55 a.m.* Children may be dropped off through the carpool line on the Castano side of the building, or they may be walked to the breezeway doors on the Primrose side. If you arrive after 8:55 a.m., you should bring your child to the office entrance (blue door). Children must be delivered to the custody of a Day School staff member when they arrive at school.

Your child will be released only to a legal guardian or person named by the legal guardian. The Day School Office must be notified when a child will be picked up by someone other than the parent or legal guardian, or specified carpool drivers. The driver's license of anyone authorized to pick up your child should be on file with the school. Even with written notification, we cannot release your child if we are unable to identify the person picking up your child. Names, driver's license numbers, and daytime phone numbers must be on file for all carpool drivers. If your carpool has more than one driver, please let us know your daily driver schedule. Please notify the school of any carpool changes or if someone other than the scheduled carpool driver will be picking up your child.

CARPOOL LINE

Please display your name in the passenger window of your vehicle when picking up your child/children through the carpool line. Carpool pick-up is available from 11:45 a.m.-12:00 p.m., 1:45-2:00 p.m. A staff member will help your child into your car in the carpool line. The authorized adult picking up the child is responsible for buckling the child into a car seat.

NOTE: Children may not be released into a vehicle in the carpool line without a proper car seat.

Please be aware of your surroundings in the carpool line - NO CELL PHONES! Do not pass others, and please be patient, as the safety of the children is paramount.

EARLY BIRD CARE

A staff member will be available to supervise children beginning at 7:30 a.m. for *\$12 per morning*. This service is available through reservation only. Reservations can be made on the monthly form. If you use this service, please bring your child through the carpool line.

EXTENDED CARE

Extended Care is an optional program provided for our enrolled Day School families who find a need for child care extending beyond the morning preschool program. The hours for this program are *12:00 p.m. to 4:00 p.m.* Reservations are taken for full-hour periods only, at the rate of *\$12 per hour*.

To assure a place for your child in the program, we request you utilize our monthly reservation form by marking the days you wish to use this service. Short-term reservations may also be made, as well as emergency drop-in requests, but are not guaranteed. Space is limited and subject to availability in order for us to maintain the appropriate child/staff ratio. Please make requests no later than the day before.

Standing reservations for the month must be paid in full on the first day of the reservation. Short-term or drop-in reservations should be paid before the child stays for Extended Care. Any unpaid Extended Care hours at the end of any given month will incur a \$12 billing fee. Credit hours will be given for an unused reservation *due to illness only*. The credit may be used for another Extended Care day of your choice. Transfers of reservations to other students will not be allowed.

If staying for Extended Care until 1:00 p.m. or later, your child will need lunch. If staying for Extended Care past 1:00 p.m., your child must bring a blanket or nap roll, and a security item (if necessary) to sleep/rest. The school will provide a nap mat for each resting child. Mark all items with your child's name

and place them in a contained bag.

Late Pick up Policy

Pick up times are as follows:

11:45-12:00 for morning program
12:45 – 1:00 – for lunch pick up
1:45-2:00 for extended pre-k pick up
2:45-3:00 for 3:00 pick up
3:45-4:00 for 4:00 pick up

If you are going to be picking up your child late, contact the office as soon as possible.

When a parent or guardian is up to 5 minutes late a charge of \$15.00 will be given on the next billing cycle. (ex. Pick up at 1:00 and parent/guardian arrives at 1:04. This will be a \$15.00 charge.)

When a parent/guardian is more than 5 minutes late for their scheduled pick-up time the parent/guardian will be charged \$15.00 for the first 5 minutes and \$2.00 a minute for every minute after that. (ex. Pick up time is 4:00 and parent/guardian arrives at 4:11. The parent/guardian will be charged a total of \$27.00, \$15.00 for the first 5 minutes and \$12.00 for the 6 minutes after that.)

These charges will be given even when a call is made to let us know you will be late.

Changing Pick up Times

Reservations are required for all extended day times. If you need a last-minute addition of time or a change in time, we will be happy to try to accommodate these changes if made before 10:30 am the day of. Changes are not guaranteed. We work hard to keep our ratios and continuity of care in alignment with the morning program. In order to ensure this happens we need to be able to staff appropriately. Thank you for your support in this.

HEALTH & SAFETY

Illness

Please cooperate in keeping your child home for 24 hours:

If he/she has a fever of 100.3 or higher

The first day or two of a cold, heavy cough, or yellow nasal discharge

If he/she is vomiting or has diarrhea (2 or more episodes in 24 hours)

During the incubation period of a contagious disease

When eyes are inflamed

Until your doctor recommends resuming school.

If a child is sent home from school with a fever, diarrhea, or vomiting, the child may not return to school until he/she has been fever/diarrhea/vomiting-free for 24 hours.

Lice

A child who is found to have lice or nits will be sent home for treatment. They will be checked upon return. If the problem persists, the Director will discuss options with the family.

Immunization Requirements

The Day School Office must have current and complete immunizations for each child before the first day of school. Medical forms, shot records, and allergy/medical alert forms must also be on file. A copy of the state's immunization requirements is posted in the Day School Office. Please inform the school of any additional vaccinations received throughout the school year.

Hearing and Vision Requirements

The State of Texas requires that all children must have vision and hearing tests performed at the age of four.

Medication

No medication will be given to a child without WRITTEN PERMISSION from the parent/legal guardian and a medical doctor. Prescription medication must be in the original container labeled with the child's name, date, directions, and the physician's name. In order to administer over-the-counter medication (Benadryl, Tylenol, etc.), we will need a doctor's permission. Medication will not be administered after any stated expiration date. ALL medications will be in a locked cabinet in the Day School Office.

Medical Emergencies

Parents/legal guardians will be notified of all injuries. Minor injuries, such as a scraped knee, will be handled by our staff members. All staff members receive CPR and Pediatric First-Aid Certification every school year. In case of a serious medical emergency, EMS will be called. We will proceed as necessary following the assessment made by EMS and the request of the parents/legal guardians. If needed, the child will be transported to the hospital listed on his/her emergency information form.

Health Alert Notification

Families will receive an email from the Director about any contagious disease contracted by a child in our program. The letter will state information about the disease, how to treat it, and how the school is taking precautions to prevent the spread of the disease.

SECURITY

The security of our children is of the utmost importance to us at Christ Lutheran Day School. The following measures have been put in place to help ensure the protection of our students:

- There are security cameras on the Day School premises monitoring our grounds 24 hours a day, 7 days a week.
- All exterior building doors will remain locked at all times, with the exception of drop off/pick up.
- Any person not recognized by staff will be directed to enter the building through the Church or Day School Office doors.
- Parents/Guardians are allowed to authorize designated individuals to pick up their children from school. These individuals will be asked to show a government-issued I.D.

EMERGENCY EVACUATION & RELOCATION PLAN

In the event of a chemical or other catastrophic accident requiring the evacuation of a school building, three stages or actions shall exist. The Day School Director has specific plans on file in the Day School Office and in the Church Office.

Stage 1 – EARLY WARNING – STAND BY FOR INFORMATION

The Director, or her designee in the event of her absence, shall be notified in person by the Fire Department, Police Department or Church's Administrative Assistant that a potentially dangerous situation exists. If the hazardous situation involves chemical or gas fumes, she should see that all windows are closed, and turn off air conditioners

and/or heaters.

Staff will then be alerted to the potential danger. Upon notification of Stage 1 and continuing until “All Clear” is announced, teachers shall be responsible for the students assigned to their classes. The teachers shall make every effort to ensure the safety of the students assigned to them through orderly and immediate implementation of actions as directed by the Director. All other building personnel, including church staff and volunteers, shall assist in the implementation.

Stage 2 – VEHICLE EVACUATION FROM BUILDING

In those cases where the warning is received with sufficient lead time, children will be evacuated by car to one of the two following designated areas (depending upon the location of the dangerous situation):

Cambridge Elementary School (1001 Townsend 822-3611) or Howard Early Childhood Center (7800 Broadway 832-5900)

Children will be returned to the school after the “All Clear” has been sounded, or parents will be notified to pick up their children at one of these sites.

Stage 3 –IMMEDIATE EVACUATION FROM BUILDING

In those cases where warning does not allow time for vehicle transportation, students shall be marched quickly out of the building by school staff in a direction away from danger. Children will be returned to the school after the “All Clear” has been sounded, or parents will be notified to pick up their children at one of these sites.

“ALL CLEAR” – DANGER IS PAST

The Director or her designee shall be notified by personnel from the Fire Department, Police Department, or the Church’s Administrative Assistant that the hazardous situation no longer exists. If students have been evacuated from the building, they are to be returned as soon as possible. All students are to be released by the Director to the custody of a parent or a person designated by the parent.

SNACKS AND LUNCHES

Parents/guardians will receive a snack assignment calendar for their child’s room at the beginning of each month. Parents/guardians are responsible for sending a small snack for each student and the teacher periodically during the month. The children will have their snack before 10:30 a.m. each day. In order to promote good eating habits, we encourage nutritious snacks. We are required by the City of Alamo Heights Health Department to serve individual pre-packaged food items or a large unopened box of food. We cannot serve homemade food items.

If you forget or are unable to bring snack on your designated day, please talk with your child’s teacher. We will use extra snack from the office, and we ask that you bring a snack to the office to replenish the snack used.

Due to nut allergies in each age group, please do not send in any snacks that contain nuts (peanuts, pecans, walnuts, cashews, almonds, etc.).

Suggested Snacks include:

Apple or banana chips
Animal Crackers
Cheese Crackers

Dried fruit
Fig Newtons
Graham Crackers

Veggie Straws
Vanilla Wafers
String Cheese

Yogurt	Applesauce	Mini Muffins
Rice Cakes	Pita Chips	Veggies w/Ranch or Hummus
Fruit Cups	Bars (Granola, Cereal, etc)	Pirate Booty
Fresh Fruit (bananas, oranges, berries, etc)		Pre-packaged Fruit

The staff cannot serve these foods to children younger than four years of age:

- Hot dogs—whole or sliced into rounds
- Popcorn
- Meat larger than can be swallowed whole Raw peas
- Whole grapes
- Hard pretzels
- Spoonfuls of peanut butter
- Chunks of raw carrots
- Nuts

Lunches (Full Day Pre-K and Extended Care children)

If your child is staying for lunch, please send a healthy lunch in a labeled lunchbox. The contents of the lunchbox (i.e. each Ziploc, container, Thermos, juice box, etc.) must be labeled with the child’s first and last name and date.

OTHER INFORMATION

Birthdays

Special recognition is given to each child on his/her birthday. Children are assigned a day on which they will be recognized in Chapel through an offering of special prayer. Parents are encouraged to worship with us on this special occasion. Birthdays are special to children and we encourage parents to arrange with the teacher a special store-bought treat to celebrate. This is a fun day for your child, so cupcakes and treats are acceptable. If you wish to send a drink, please limit sugary drinks. We will not distribute party invitations at school.

The Toddler’s will celebrate in the classroom or on the playground with a special prayer and snack.

Clothing

Dress your child with consideration for his/her comfort and ability to move about freely. Play is hard work and necessitates clothing that lends itself to running, climbing, crawling, stretching, painting, cooking, etc. Children need to be able to participate in all activities (most of which are “messy”) without worrying about getting dirty. Please do not send your child dressed in his/her best clothes – play clothes that can be dirtied are exactly what he/she needs to enjoy all the wonderful experiences at school.

No boots, sandals, or flip-flops. These shoes are inappropriate for the types of activities that we do at school, as children cannot safely perform tasks on the playground or in our Motor Skills class in these types of shoes. Tennis shoes or a shoe that grips the floor is preferred.

Long dresses are safety hazards on the playground. Belts with tight buckles are difficult to handle when using the toilet. Please consider that we strongly believe in promoting independence and self-help skills and ask that you assist us by dressing your child for play.

Please consider the weather when dressing for school; the children will go outside unless it is freezing.

Accidents can and do happen. Please send a spare set of clothes (shirt, pants, underwear, and socks) in a Ziploc bag on the first day of school.

Items from Home

Please do not allow your child to bring toys, gum, money, candy, hand sanitizer, etc. to school. If it is not something the child wishes to share, then this creates problems among the children in the class. Our classrooms are adequately supplied with a variety of toys and activities for each child. Exceptions will be made for designated show and tell in the classrooms, as well as for security items for those who stay through naptime.

Pets

NO PETS from home are allowed on campus at any time. Classroom pets may be pet but are not handled by the children, and any child who is allergic to a type of animal is not exposed to that animal. Classroom pets are healthy and infection-free. Teachers clean the classroom pets' homes every week.

Inclement Weather

In the case of inclement weather, we will follow AHISD in deciding to close. Consult the local news media or our school social media.

Cell Phone Policy

For the safety of our children and families, cell phones are not to be used on campus. Once you enter our campus, parents, guardians, and caregivers are asked to put their phones away. We ask that your attention be on children and the other families around you, enhancing campus safety and community.