

# Calvary

LUTHERAN CHURCH + SCHOOL

## Pre-Kindergarten Handbook

*To Know Jesus and To Make Him Known:  
Faithfully, Boldly, Excellently*

v. 2107

## **Table of Contents**

Administration and Staff	3
<b><u>About Us</u></b>	4
What We Believe	4
School and Pre-Kindergarten Purpose	4
Affiliation and Accreditation	5
Administration	5
<b><u>Policies and Procedures</u></b>	5
Age and Readiness Requirement	5
Enrollment Policy for Pre-Kindergarten Program	5
Restroom Policy	7
Probationary Period	7
Pre-Kindergarten Programs and Fees	7
Tuition and Fee Policy	7
Notice of Withdrawal	8
<b><u>Drop Off/Pick Up</u></b>	8
School Days and Extended Care	8
Sign In and Sign Out	8
School Parking	8
Release of Children	9
Late Pick-Up of Students	9
Emergency Closings	9
<b><u>Student/Parent Expectations</u></b>	10
Student Behavior	10
Parental Concerns and Questions	10
Student Dress and Appearance	11
Personal Belongings	13
Quiet Time	13
Church Attendance and Singing	13
Chapel Offerings	13
Snacks and Lunch	13
<b><u>Health and Wellness</u></b>	14
Sickness and Absence	14
Keeping Your Child Home	14
Medication	14
Immunizations	15
Child Abuse	15
Hand Washing and Cleanliness	15
Handling Of Body Fluids	15
Accident Prevention	16
Emergency Care	16
Emergency Procedures	16
Supplemental Insurance	17
General Rules and Responsibilities	17

**Faithfully, Boldly,  
Excellently**



**Calvary Lutheran  
Church and School  
9807 Church Road  
Dallas, TX 75238**

**ADMINISTRATION AND STAFF**

School Office	214-343-7457	7:55 AM – 3:55 PM
School Fax	214-348-1424	
Beckie Koelpin, Lead Secretary	214-343-7457	<a href="mailto:schoolsec@calvarydallas.org">schoolsec@calvarydallas.org</a>
Faith Barker, Financial Secretary		<a href="mailto:financials@calvarydallas.org">financials@calvarydallas.org</a>
Amanda Walker, Admissions Coordinator		<a href="mailto:admissions@calvarydallas.org">admissions@calvarydallas.org</a>
Amy David, Communications		<a href="mailto:communications@calvarydallas.org">communications@calvarydallas.org</a>
Church Office	214-348-5567	<a href="mailto:churchsec@calvarydallas.org">churchsec@calvarydallas.org</a>
Mr. James Henrickson, Principal	214-549-9197	<a href="mailto:jhenrickson@calvarydallas.org">jhenrickson@calvarydallas.org</a>
Pastor John Koelpin	972-494-4704	<a href="mailto:jkoelpin@calvarydallas.org">jkoelpin@calvarydallas.org</a>
Miss Dawn Aswege	214-340-3363	<a href="mailto:daswege@calvarydallas.org">daswege@calvarydallas.org</a>
Mrs. Denise Ball	972-679-5318	<a href="mailto:dball@calvarydallas.org">dball@calvarydallas.org</a>
Miss Jan Fritz	214-893-2958	<a href="mailto:jfritz@calvarydallas.org">jfritz@calvarydallas.org</a>
Mrs. Patti Henrickson	214-929-1380	<a href="mailto:phenrickson@calvarydallas.org">phenrickson@calvarydallas.org</a>
Mrs. Kari Barksdale	734-770-0939	<a href="mailto:kbarksdale@calvarydallas.org">kbarksdale@calvarydallas.org</a>
Mrs. Malissa Voss	972-517-0413	<a href="mailto:mvoss@calvarydallas.org">mvoss@calvarydallas.org</a>
Mr. Jon Walker, Chairman School Board	214-240-8139	<a href="mailto:sbchair@calvarydallas.org">sbchair@calvarydallas.org</a>
Mr. Travis David, President Calvary Congregation		<a href="mailto:tdavid@calvarydallas.org">tdavid@calvarydallas.org</a>

# **About Us**

## **What We Believe**

Calvary Lutheran Church is a member congregation of the South Central District of the Wisconsin Evangelical Lutheran Synod. The following is a statement of what we believe:

We believe in the triune God, Father, Son and Holy Spirit.

We believe in God the Father who has made all things that are, both seen and unseen. (Genesis 1:1-31; 2:1-2).

We believe in Christ Jesus, his only Son, our Lord, true God who came to earth, born of Mary, a virgin birth, to be our Savior. Jesus, our Savior, was crucified for us and for our sins. He died and then in power rose again, ascended into heaven and reigns there for us. He will come back, as he promised, to judge the living and the dead (John 3:16, John 1:14, Isaiah 9:6, 1 John 1:7, Galatians 4:4-5, Mark 10:45, 2 Timothy 1:10). Jesus promised he will be with us always, to the end of the world (Matthew 28:20).

We believe in God the Holy Spirit who gives life, who builds his church of believers with power through his word, who are the communion of saints (Ephesians 2: 8-9, I Corinthians 12:3, I Corinthians 3:16, Matthew 28:19, Titus 3:5, 1 Peter 4:14).

Our teaching is based on the Bible, not human opinion or philosophy. We believe that God has given the Bible to mankind to show the way to eternal salvation through Jesus Christ, and that the Bible is God's truth in all its parts. It is the only reliable guide we have for everything we face in life and death.

Learn more about our beliefs at:

- [www.wels.net](http://www.wels.net)
- [www.calvarydallas.org](http://www.calvarydallas.org)

## **School and Pre-Kindergarten Purpose**

Calvary Lutheran School exists to assist families in the spiritual and academic nurture of their children through teaching and modeling centered on God's Word so that children might grow in their life of faith, witness, and service to the glory of God in this life and to eternity.

Calvary Lutheran School's pre-kindergarten program exists to share the Gospel of Jesus Christ and to assist parents in preparing their children for entrance into kindergarten and the primary level of education.

Children in Calvary's pre-kindergarten program will daily participate in developmentally appropriate activities to develop their spiritual, physical, intellectual, social, creative, and emotional growth in preparation for kindergarten.

Our faculty and staff recognize that each child is a unique gift given by God and that children learn best when parents and faculty work together towards common goals for the benefit of each child.

Our admissions policy opens our school to families who understand and are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctly Christ-centered education

for their children. All subjects in our school are taught from the perspective of, and in accordance with, the Word of God as revealed in Holy Scriptures and understood by the Wisconsin Evangelical Lutheran Synod.

It is our prayer that what we teach compliments your beliefs and ideals. If you are not in agreement with our beliefs and ideals, we pray that you find another school that will be a blessing to you and your family. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

## **Affiliation and Accreditation**

Calvary Lutheran School is a school of the Wisconsin Evangelical Lutheran Synod (WELS), one of the largest parochial school bodies in the United States. Calvary Lutheran School is a ministry of Calvary Lutheran Church, Atonement Lutheran Church – Plano, and Divine Peace Lutheran Church – Garland and has been serving in Lake Highlands since 1972. Calvary Lutheran School is accredited by the Texas Alliance of Accredited Private Schools (TAAPS).

## **Administration**

Calvary Lutheran School is owned and operated by the members of the congregation. Final authority in the control of Calvary Lutheran School rests in the Voters Assembly of Calvary Lutheran Church. To carry out the philosophy and objectives of the school, the Voters Assembly elects a School Board to supervise the functions of the school. Major changes in the school are carried out only with the approval of the School Board and the congregation.

Our pastor has the God-given obligation to keep watch over the spiritual welfare of the entire flock that the Holy Spirit has placed in their charge. He is, therefore, vitally interested in all phases of the school program. It is the principal's obligation to see that the policies of the School Board and the congregation are implemented in the operation of the school.

The faculty consists of Lutheran teachers who are well trained, professional, and dedicated. It is the earnest purpose of the School Board and faculty to keep our school apprised of the best developments in the field of education

## **Policies and Procedures**

### **Age and Readiness Requirement**

Pre-Kindergarten enrollment is open to children who will be four years old by September 1 of the school year in which enrollment is being sought. Children who are at least 3 years and 6 months of age by September 1 of the year in which enrollment is being sought may also be assessed for readiness. Children must be toilet trained and willing/able to listen to and follow a teacher's instructions. Children will be screened by the preschool teacher to determine readiness for enrollment. Special circumstances shall be considered on an individual basis by the principal, classroom teacher, and School Board.

### **Enrollment Policy for Pre-Kindergarten Program**

Enrollment to Calvary Lutheran School Pre-Kindergarten is open to member children and children from our community. Parents must be willing to accept Calvary's curriculum of Lutheran religious instruction and accept the policies of Calvary Lutheran School.

Enrollments will be reviewed annually, and in enrolling children at Calvary Lutheran School parents accept the responsibilities and duties as outlined below:

1. I will faithfully attend and complete Calvary's Starting Points Class, and I understand that course attendance and completion will be considered during annual enrollment review. (*Families who are not WELS congregation members and enrolling children in grades K-8*)
2. I will guide and encourage my child in the learning of God's Word as taught at Calvary Lutheran Church and School, and I will not advocate or publicly promote values or actions that are not consistent with the teachings and values of Calvary Lutheran Church and School.
3. I understand that our child is not to deter or refute the teachings of God's Word as taught at Calvary Lutheran Church and School by his/her words or actions or promote doctrine contrary to that taught by the Wisconsin Evangelical Lutheran Synod
4. I understand that the standards of the school do not tolerate dishonor to God and his Word, disrespect to school personnel, or continued disobedience to the established policies of the school.
5. I accept the pastor's position as being the shepherd of the congregation and students and in providing spiritual guidance to my child.
6. I accept responsibility to provide for my child's regular worship, and I will ensure that my children are in attendance at Calvary Lutheran Church when students sing.
7. I authorize the school to employ such discipline as specified in the School Handbook, Discipline Policy, and as the school considers wise and expedient for the spiritual and physical welfare of my child.
8. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the School Handbook.
9. I understand that the School Handbook does not contractually bind Calvary Lutheran Church and School and is subject to change without notice by decision of Calvary Lutheran School's governing body.
10. I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time.
11. I understand and accept my responsibility for the timely and complete payment of tuition and school fees.
12. I hereby affirm that I have read the Student Handbook and discussed its policies with my student.

The following steps must be completed for a child to be enrolled in Calvary's pre-kindergarten program:

1. Parental meeting with principal
2. Completion of application
3. Submission of \$100 application fee
4. Submission of birth certificate copy
5. Student meeting and screening with preschool teacher
6. Submission of complete immunization records
7. Completion of FACTS application for tuition and fees payment or payment in full

Should enrollment space in our pre-kindergarten program become limited, member children of Calvary, Atonement, and Divine Peace Lutheran churches will receive first priority. Then, 4-year old students will receive priority over 3-year old students. Subsequently, students enrolled in the 5-day program will receive priority over students enrolled in 3-day, 2-day programs, or half-day programs

Calvary Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, sex, color, or national or ethnic origin in the administration of our educational policies, admission policies, athletic programs or any other school-administered programs.

### Restroom Policy

All children in our program MUST be potty trained. We use hallway restrooms that children must use independently. Therefore they need to be able to *take care of their personal hygiene needs before entering our program*. This includes wiping themselves AND pulling up their pants. **Please work on these self-help skills at home so that they do not encounter problems while at school.** We do expect potty accidents to happen during the school year. Please be sure that your child ALWAYS has at least one complete change of clothes in their bag at all times. Please include an old pair of shoes. Children may also tend to get wet and dirty in other ways and being prepared will save you a trip to the school.

### Probationary Period

All new students are enrolled on a 90 school day probationary period (equal to one full semester). For students whose overall performance is in question, conferences will be held during this period with the teacher, principal, and parents to determine continuing enrollment. Calvary Lutheran School may end an enrollment at its discretion at any time during this probationary period.

### Pre-Kindergarten Programs and Fees

Calvary Lutheran School offers the following pre-kindergarten programs:

- |                      |                       |                    |                        |
|----------------------|-----------------------|--------------------|------------------------|
| • 5 Full-Day Program | 8:15 a.m. – 3:15 p.m. | 5 Half-Day Program | 8:30 a.m. – 11:30 a.m. |
| Registration Fees    | \$ 300.00             | \$ 300.00          |                        |
| Tuition              | \$ 6500.00            | \$ 4225.00         |                        |
| • 3 Full-Day Program | 8:15 a.m. – 3:15 p.m. | 3 Half-Day Program | 8:30 a.m. – 11:30 a.m. |
| Registration Fees    | \$ 300.00             | \$ 300.00          |                        |
| Tuition              | \$ 4875.00            | \$ 3100.00         |                        |
| • 2 Full-Day Program | 8:15 a.m. – 3:15 p.m. | 2 Half-Day Program | 8:30 a.m. – 11:30 a.m. |
| Registration Fees    | \$ 300.00             | \$ 300.00          |                        |
| Tuition              | \$ 3575.00            | \$ 2175.00         |                        |

### Tuition and Fee Policy

Tuition and fees are based upon the program selected and are to be paid on a monthly basis through directed withdrawals or monthly invoicing facilitated through FACTS. No reimbursements for sick days or vacation days will be given.

Tuition and fee payments are not allowed to fall more than one month behind. If payments fall more than one month behind, the child may be suspended from the pre-kindergarten program until the account is

made current. In the case of financial emergency, a payment plan must be submitted, in writing, to the principal for review by the School Board.

Parents wishing to change their child's current pre-school program are to speak with the principal and seek permission for the program change at least two weeks prior the requested change in program. The following programs are available:

5-Day Program	Full or Half-Day	Monday – Friday
3-Day Program	Full or Half-Day	Monday / Wednesday /Friday
2-Day Program	Full or Half-Day	Tuesday / Thursday

### **Notice of Withdrawal**

Parents planning to withdraw a child from the pre-kindergarten program are to notify the principal in writing at least two weeks before the date of withdrawal.

## **Drop Off/Pick Up**

### **School Days and Extended Care**

Calvary Lutheran School is open for classes from 7:50 a.m. until 3:30 p.m. Monday through Friday. The school doors will be unlocked at 7:50 a.m., and children are to arrive at school by 8:05 a.m. Parents are not to leave their children unsupervised on the school grounds prior to 7:55 a.m. Parents arriving with students prior to 7:50 a.m. are to remain with their children in their vehicle until the school doors open. Classes begin at 8:15 p.m. Classes end at 3:15 p.m. and student pick-up is to be completed by 3:30 p.m.

For security purposes, the school doors are locked at 8:15 a.m. Late arrivals are to ring the bell and wait to be admitted by the secretary or principal.

After school care is available from 3:30 p.m. - 5:30 p.m. Please see our extended care handbook for current rates. A detailed calendar of school days and holidays for the new school year is provided each spring. Please speak with the principal if you have before school care needs.

### **Sign In and Sign Out**

A parent or parent-approved adult must sign the attendance sheet when a child is brought into the classroom each morning. The parent or parent-approved adult must be sure that the staff is aware of the child's presence. A parent or parent-approved adult must sign the child out of the program at the end of the day.

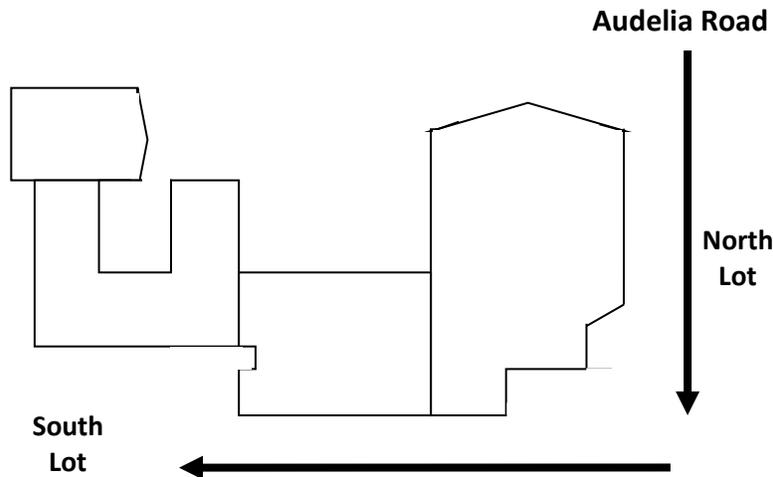
### **School Parking**

Only one-way traffic through the parking lot is permitted for dropping off and picking up students in the mornings and after school. All vehicles must enter the parking lot from the Audelia Road entrance and exit the parking lot on Church Road.

In the morning and afternoon, parents with pre-kindergarten children are to bypass the grade K-8 pick-up and drop-off line and instead park in the south parking lot near the school entrance and walk their child to/from the pre-kindergarten classroom.

If visiting during the school day, parents and guests are to enter the parking lot from Audelia Road and park in the north parking lot by the church.

Parents are responsible for ensuring that those authorized to pick up their children are aware of the above procedures.



### **Release of Children**

A Safe-to-Release Form must be completed by parents prior to the school year and is to be updated as necessary by a parent during the course of the school year. This form provides a list of persons authorized to pick up the child. If an unauthorized person attempts to pick up the child, the parent will be contacted. If a parent cannot be reached, individuals on the emergency contact list will be notified. If the parent gives verbal consent for the unauthorized person to pick up the child, it is Calvary's policy to take a copy of the driver's license and have him or her sign the child out. If the parent does not give consent for the unauthorized person to pick up the child, the child will be held until an authorized adult arrives. This policy WILL be enforced to protect the child.

### **School Zone Cell Phone Use**

It is illegal in Texas to make calls with hand-held cell phones in active school zones. This includes our school parking lot during student drop-off and pick-up times.

### **Late Pick-Up of Students**

A parent is expected to pick up his or her child by 3:30 p.m. Parents should plan ahead for emergency pick-ups by having a friend or relative prepared and authorized to pick up for them. If children are not registered for After-School Care and are not picked up by 3:30 P.M. they will be watched in the office until 4:15 P.M. while efforts are made to contact parents. Parents will be billed \$10.00 for this service.

### **Emergency Closings**

Delayed openings or closings will first be posted on the school website: [www.calvarydallas.org/school](http://www.calvarydallas.org/school). School delays or closings will also be announced on KXAS Channel 5 and KRLD 1080. In the event of adverse weather, parents are also advised to carefully review weather conditions in their local area before driving to school even if school will not be closed or delayed. If more than two school days are missed due to

closure, the additional days may be made up by canceling the following holidays as needed: Presidents Day, Memorial Day.

If inclement weather causes an early closing, a parent will be notified so that the child may be picked up as soon as possible. If the parent is unable to pick the child up early, the parent must make special arrangements for the child and inform the staff of these arrangements.

Should the school ever need to be evacuated during school hours, students will be moved to the following site:

- Audelia Branch Library  
10045 Audelia Road                      214-670-1350

No refunds will be made for emergency cancellation of school days.

## **Student/Parent Expectations**

### **Student Behavior**

Every attempt will be made to serve your child in the teaching and reinforcement of common behavioral expectations as outlined in our School Discipline Policy to promote positive spiritual, social, and academic growth. The classroom teacher will use Law and Gospel in addressing your child's behaviors. However, if unacceptable behavior does not improve through standard interventions, the following steps will be taken.

1. Parents will be notified verbally of the child's behavior.
2. Parents will be notified of the behavioral occurrences in writing.
3. A meeting with parents will take place to discuss concerns and to establish a behavioral guidance plan.

A child may be dismissed from our pre-kindergarten program should the above steps not resolve behavioral issues to the satisfaction of our staff.

### **Parental Concerns and Questions**

If problems or concerns related to our pre-kindergarten program arise, we will follow the procedure listed below first verbally and then followed by written documentation to resolve matters in a spirit of Christian love:

1. First address questions and concerns in a calm and loving manner to the classroom teacher or staff member involved. Continue this process to reach a peaceful resolution to the matter.
2. If the issue has not been satisfactorily resolved through conversations with the classroom teacher or staff member involved, the matter is to be brought to the attention of the principal.
3. If a matter is not resolved satisfactorily through conversations with the principal, the matter is to be referred to the School Board. All enrolled families accept the final authority of the School Board in making decisions in regard to policy and practice.

## **Student Dress and Appearance**

The appearance and dress of students should positively reflect respect for themselves, for others, for their Savior, and for their school. Student dress and grooming are a reflection of student attitudes towards school and learning. Student dress and appearance should promote a learning atmosphere that is free from distraction while reflecting the importance of the daily task of education. There is a relationship between the neatness of a person and the appearance of academic work. We believe that good grooming and attire enhance the pride students have in themselves and in their school as well as providing a positive witness to our community.

### **MONDAY - TUESDAY - THURSDAY - FRIDAY**

#### **Tops – Solid-Colored**

- Collared Polo –Solid White, Red, Navy or Light Blue – fitted, clean, neither tattered nor torn
- Button Down Collared Shirt – Solid White, Red, Navy or Light Blue – fitted, clean, neither tattered nor torn

#### **Bottoms – Solid-Colored**

- Girls: Khaki/Navy – Shorts, Pants, Skirts, Skorts, Jumpers – fitted, clean, neither tattered nor torn
  - Shorts, skirts, skorts, jumpers are to extend to finger tips when arms are against sides.
  - Pants, capris, shorts, skirts, skorts, and jumpers must be properly fitted and worn at the waist
- Boys: Khaki/Navy – Pants or Shorts – fitted, clean, neither tattered or torn
  - Shorts are to extend to finger tips when arms are against sides.
  - Pants and shorts must be properly fitted and worn at the waist

#### **Outerwear in Classrooms**

- The only clothing that may be worn over a polo or button-down collared shirt within classrooms:
  - Solid white, red, navy, or light blue, sweatshirt, jacket, or cardigan that has a Calvary logo, no logo or advertising, or a simple logo not to exceed 2" x 2" without further imagery or advertising.
  - Calvary Knights spirit wear sweatshirt or jacket purchased from the school office.

### **WEDNESDAY - DESIGNATED DAYS - DESIGNATED FIELD TRIPS**

#### **Boys**

- Calvary Logo - Polo or Dress Shirt – Available from Land's End
- Khaki or Navy Shorts or Pants

#### **Girls**

- Calvary Logo - Polo or Dress Shirt – Available from Land's End
- Khaki or Navy pants, capris, shorts, skirts, skorts, jumpers

### **SPIRIT WEAR FRIDAYS - OPTIONAL – MAY WEAR STANDARD UNIFORMS**

#### **Tops**

- Calvary Knights spirit shirts purchased from the school office may be worn on spirit Fridays.

## **Bottoms**

- Clean, well fitting, jeans or jean shorts in good condition may be worn in place of uniform bottoms.
- No athletic bottoms, leggings, or jeggings are allowed.

## **SPECIAL NOTES**

- **Tops**
  - Must fully cover the shoulder and have short or long sleeves
  - Tops that fall below the fingertips, have tails, or do not have a flat bottom hem are to be tucked
  - Midriff and back may not be exposed
  - Tops are to have a modest neckline and be modestly fastened
  - No straps or undergarments are to be visible.
  - Long sleeve tops may be worn underneath standard uniform tops as long as they are **solid** black, navy, red, white, gray, or light blue in color.
- **Bottoms**
  - Pants, shorts, skirts, and skorts must be properly fitted and worn at the waist.
  - Shorts and pants are to be properly hemmed or cuffed.
  - Cut-offs and boxer shorts are not permitted.
  - Clothing is not to be excessively large, worn, or longer than the heel.
  - Tight-fitting shorts or pants are not permitted.
  - Jeans are not permitted unless authorized for Spirit Friday or special days.
  - Leggings, tights, or yoga style pants may be worn under uniform shorts, skirts, and skorts as long as they are **solid** black, navy, red, white, gray, or light blue in color.
- **Shoes & Socks**
  - Students are to wear shoes that fully enclose and protect the toes and heel.
  - Socks are required and are not to be a distraction in the learning environment.
  - Sandals, backless shoes, and “wheelies” of any type are not permitted.
- **Hair**
  - Hair must be neat, clean, well-groomed, and trimmed to keep hair out of the eyes.
  - No extreme cuts, sculpted designs, styles, or colors that bring undue attention or create a distraction in the learning environment.
- **Other**
  - No images, advertising, or words on tops or bottoms of clothing – manufacturers’ logos are not to exceed 2”x 2”.
  - Tattoos, decals, pencil, or pen markings on the body are not permitted.
  - Chains and pocket chains are not allowed.
  - Sunglasses, head coverings, caps, and hats may only be worn outdoors.
  - Body piercing other than earrings are not permitted.
  - In grades 7-8, girls may wear makeup if it is applied at home under approval of parents and is used in moderation so that it does not cause a distraction in the learning environment.

Should a student's dress or grooming not meet established school standards, the parents will receive a FACTS notification and a School Dress Code Notice to be signed and return on the next school day. If a child's clothing is a distraction in the learning environment, the child may be given alternate clothing to wear for the day, or parents may be contacted to bring clothing that complies with our dress code. Three School Dress Code Notices in a quarter will result in a student detention.

Calvary Spirit Days will be held each Friday of the school year.

## **Personal Belongings**

Each child should have a change of clothing (appropriate for the season) which is kept at the school in a bag labeled with his or her name. A change of clothing includes shirt, pants, underwear, socks, and shoes. All personal belongings and clothing **MUST** be labeled. Valuable items should not be brought to the school. Calvary Lutheran School is not responsible for lost items.

## **Quiet Time**

A daily quiet time of at least 45 minutes is provided for students during the afternoon. Mats are provided. Children are required to bring a blanket and/or small pillow from home to help them rest comfortably. Blankets and pillowcases will be sent home periodically to be washed.

## **Church Attendance and Singing**

Faithful church attendance is an important indicator of a family's spiritual health. Church attendance is taken in the classroom each Monday as one means of assessing a family's spiritual health. We encourage all our school families to join in worship each week at Calvary or at their home congregation.

At times pre-kindergarten children will prepare songs to sing in Sunday worship services or in special services at Calvary. Parents are asked to have their children in attendance at these worship services.

## **Chapel and Offerings**

Each week, a chapel service is held in the church and parents are invited to attend. At this time, the children will be given an opportunity to bring their thank offerings to the Lord for the purpose of supporting mission work. Special envelopes will be provided to the children for this purpose.

## **Snacks and Lunch**

A snack time is offered in the morning. **Food must be supplied by the parent.** The classroom teacher will establish guidelines to assist parents.

Hot lunch will be offered on select days each week through WT Café. Parents are to pack a bag lunch if students are not participating in the hot lunch program on any given day. Students are **not** allowed to use the microwave to heat up their lunch. Bag lunches should include protein or meat, fruits or vegetables, bread or cereal product, and a dairy product. Parents are responsible for ensuring that bag lunches are nutritionally balanced.

Out of concern for student health/allergies and respect for parental decisions regarding student snacks and meals, students and families are not to bring snacks or food to school or on field trips to share with other students. Such items brought to school will not be served and will be returned to the home with the student. If desired, parents may recognize special events such as birthdays by giving items such as a class book, pencils, stickers, classroom supplies, etc. Parents are to coordinate such gifts with the classroom

teacher prior to any special event.

In coordination with the classroom teacher, snacks or treats may be provided for special events during the school year such as a classroom party or school fun days. Parents are to be informed that special foods will be provided prior to such special events.

## **Health and Wellness**

### **Sickness and Absence**

Parents are to notify the school office before prior to 8:15 a.m. when a child will be late or absent for the day. Attendance is taken daily. If a child does not come to school as expected and the school office has not been contacted, the parent will be called.

Sick children are not to be brought to school as they expose other children and staff to illness. It is important that communicable diseases such as strep throat, chicken pox, impetigo, conjunctivitis (pink eye), and lice be reported to the principal. A child who has had lice must be nit-free or on medication for 24 hours before they can return to the programs.

Children who have any of the following symptoms will be sent home: fever of 100 degrees or more, reddish or pink eyes, with or without drainage, croup cough, consistent nasal drainage, with or without fever, vomiting, diarrhea, any undiagnosed rash, signs of abdominal pain, headache, unusual tiredness, unusual paleness, or irritability. When a child becomes ill or shows any of the above symptoms, the parent is contacted to pick up the child. After notification, the sick child is to be picked up within one hour. The child will be provided with a resting space as needed at the school office.

### **Keeping Your Child Home**

**Fever** – A temperature of 100 degrees or more may indicate an infection. Do not send your child to school if he or she has a temperature, and do not return a child to school until he/she has gone 24 hours without a fever of 100 or higher.

**Nasal Discharge** – A thick, yellowish or green nasal discharge with or without a fever

**Vomiting and/or Diarrhea** – Children with either or both symptoms should not attend school for at least 24 hours after symptoms have stopped

**Eye Discharge** – Eyes that are very watery, bloodshot and/or discharging can be contagious

**Rash** – Any unidentified rash should be checked by a doctor. Children may return to school when a doctor has determined that rash is no longer contagious.

**Cough** – A cough that is hoarse or excessive should be investigated by a doctor

Children should also be kept home and the office must be notified if they have any of the following: Pink Eye, Strep Throat, Chicken Pox, Whooping Cough, Head Lice, Hand/Foot/Mouth Disease, and Staph Infection.

### **Medication**

Medications should be given at home, whenever possible. Should a daily medication be required by a

child, a parent will need to submit a Medication Authorization Form. Copies of this form are available at the school office. This form indicates the medication, dose, and medication schedule. Parents are responsible for supplying all medication for dispensing. The pre-kindergarten teacher will be responsible for administering medication according as noted on the Medication Authorization Form

## **Immunizations**

Texas law requires students to complete all required immunizations and to submit complete records to the school office prior to the first day of school. The following site provides a summary of required immunizations:

These records are to include but are not limited to:

- Hepatitis B
- DTaP (Diphtheria, tetanus, and acellular pertussis)
- Hepatitis A
- Hib (Haemophilus influenzae type B)
- OPV (Polio)
- MMR (Measles, Mumps, and Rubella)
- Varicella (Chicken Pox)

A summary of required immunizations can be found at:

*<http://www.dshs.texas.gov/immunize/school/school-requirements.aspx>*

## **Child Abuse**

All staff members are mandated by state law to report suspected child abuse. This means that if they “know or have reason to believe” that a child is being physically, emotionally, or sexually abused, they are required to contact the Child Protection Services of the county where the child resides.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Texas Department of Family and Protective Services.

## **Hand Washing & Cleanliness**

The staff tries to eliminate the spread of germs. Staff and children must wash their hands after using the rest room, before eating a meal or snack, and other times as necessary. Our staff monitors hand washing and assists children when needed. Staff and children are to dry their hands with paper towels that are provided. All classroom items are cleaned and disinfected periodically. The staff sanitizes toys by soaking them in a bleach-water solution for two minutes and then allowing them to air dry. All cleaning equipment is soaked in a bleach solution for ten to twenty minutes.

## **Handling Bodily Fluids**

Objects that have been contaminated with blood or bodily fluids are cleaned immediately. The area is scrubbed with a 10% bleach solution. Staff personnel use disposable gloves and paper towels to clean the object or area. All objects are thoroughly cleaned and air-dried. The staff members and children wash their hands with soap and warm running water for 20 seconds after coming into contact with blood or bodily fluids. Our teachers have been pathogen trained.

## **Accident Prevention**

The staff makes a continuous effort to avoid all possible injuries. To do this, we follow these safety rules.

### *Injury*

- Children are supervised
- Children are visible and within hearing distance of the staff
- All dangerous substances are kept out of the room
- No running is allowed in the room or hallway
- No animals are allowed around the children
- The room is inspected for safety every day

### *Burns*

- The water temperature does not exceed 110 degrees
- All electrical outlets are capped
- All cooking and electrical appliances are strictly supervised
- All electrical cords are inspected and in good condition

### *Poisoning*

- All poisonous items are stored out of the room and out of reach of children
- All plants are checked to make sure they are non-toxic
- No aerosol spray cans are used around the children

### *Choking/Suffocation*

- Toys are continually inspected
- The toys in the room are age appropriate
- Children are required to sit when eating
- The staff is trained in first aid and CPR/AED

## **Emergency Care**

The staff is trained in first aid and CPR/AED and uses this knowledge as needed. If a child receives a minor cut or abrasion while in our care, the staff person follows Pathogen procedures, washes it out with soap and water, applies a Band-Aid, and/or cold pack. Any further treatment must be done at home. A Student-Injury Report Form will be sent home to parents and filed for the child.

If the staff person feels the wound requires medical attention, the parent is notified. If a serious accident should occur, the staff is instructed to contact the 911 emergency system. A parent is then notified. If a parent cannot be reached, those listed on the emergency card are contacted.

## **Emergency Procedures**

In the event of a weather emergency, the children will evacuate the room and go to a designated area. Fire drills are held monthly and tornado drills are held in the fall and spring. If a child is missing, a search will be conducted for ten minutes. After that time, if the child has not been found, a parent and the authorities will be contacted. If a child should swallow or eat anything that is poisonous while in our care, the Poison Control Center is notified immediately. All directions given by the Poison Control Center will be followed.

## **Supplemental Insurance**

Supplemental insurance coverage for accidents which happen during the school hours is provided to children who attend Calvary Lutheran School. Information about this supplemental insurance coverage can be obtained from the school office.

## **General Rules and Responsibilities**

### ***Students will:***

- Treat others with Christian love and respect
- Walk in the classrooms and hallways
- Use appropriate voice and acceptable language
- Follow guidelines for material and equipment use
- Listen and obey the staff member in charge at all times
- Remain within sight/hearing of staff members at all times
- Share equipment and supplies
- Care for equipment and property
- Return materials and equipment to the proper place
- Dress appropriately for indoor and outdoor activities
- Know and respect rules of the program

### ***Our faculty and staff will:***

- Treat children and parents with Christian love and respect
- Provide a suitable environment to meet the needs of the children
- Communicate school news to parents
- Notify parents of changes in policy or procedures
- Notify parents in case of emergency
- Report cases of suspected child abuse to the proper authorities

### ***Parents will:***

- Observe the rules and policies of the program
- Let the staff know if the child is not attending
- Provide a change of clothes to be kept at the center
- Provide their child with proper sleep and nutrition
- Sign their child in and out of the program each day
- Read the school newsletter and school communications
- Pick up the child on time
- Lovingly share their concerns with staff members
- Listen to concerns that staff members have about their child
- Agree to work on solutions to problems that may occur
- Inform the staff if the child has been exposed to a contagious disease
- Notify the principal of withdrawal from the program at least two weeks in advance
- Keep their child's records up to date
- Provide for special items their child may need