

ST. PAUL LUTHERAN CHURCH CHRISTIAN DAY SCHOOL



Our Christian Day School Program is an outreach ministry of St. Paul Lutheran Church designed for preschool age children. Our goal is to provide a loving, caring, and nurturing atmosphere to children from two months through age five.

St. Paul Lutheran Christian Day School, herein referred to as CDS, is a licensed childcare facility regulated by the Texas Department of Family and Protective Services. We operate under the guidelines established in the Minimum Standards set forth by this government agency. A copy of these standards is kept in the CDS director's office along with a copy of the most recent licensing inspection report. These are both available for your review. A copy of the most current inspection report is also posted on the CDS bulletin board by the front door. Also, under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone where criminal offenses related to organized criminal activity are subject to harsher penalty. If you have questions or concerns regarding licensing and/or minimum standards, you may contact the local DFPS office. They are located at 115 Green Valley E., Suite 200, Mail Code 2471, New Braunfels, Texas 78130. The phone number is 830.609.5033. Or, you may access their website at <http://www.tdfps.state.tx.us>.

Infants through age two will participate in activities designed to help develop sensory and communication skills, motor skills, and behavioral expectations. Self-help skills such as potty training, eating, etc. will also be introduced.

Children ages two through five have a more structured program based on weekly units of study. Creative activities will be offered to give children the opportunity for self-expression and socialization. These activities will include

crafts, art projects, stories, music and songs, science and discovery activities, indoor and outdoor play and chapel time. St. Paul Lutheran CDS Program is under the direction of the CDS Board consisting of five members of the congregation with the CDS Director, Church Council Liaison and Church Pastor as ex-officio members. The board members contribute their time and efforts voluntarily and serve as a link to you, the staff of CDS and the church. St. Paul Lutheran CDS is a self-sufficient program.

Open-Door Policy: St. Paul Lutheran CDS Program has an open door policy. However, we ask that for the security and safety reasons you check in with the CDS office when entering the building. If there is a concern and you need to speak with your child's teacher, a conference can be arranged either before or after school hours. Please realize that during the day when the children's learning activities have begun it is difficult for teachers to speak with the individual parents.

Non-Discriminatory Policy: St. Paul Lutheran CDS Program does not discriminate on the basis of sex, race or ethnic background, national origin, religion or disability. All students enrolling are provided all the rights, privileges, programs and activities generally accorded or made available to students at the school at Christian Day School's sole discretion. CDS will make necessary reasonable accommodations for students with disabilities, provided that the individual may safely be a part of the school environment and the accommodations requested do not impose undue hardship on CDS.

TUITION AND FEES

St. Paul Lutheran CDS registration fee for the 2011 – 2012 session is \$55.00 for the first child and \$35.00 for each additional child, if paid by June 1, 2010. After June 1, the fee will increase to \$75.00 for the first child and \$50.00 for each additional child. The fee is due at the time of registration and is non-refundable. Our non-refundable supply fee is \$100.00 per year for students attending four days and \$60.00 per year

for two day students. One half of the supply fee is due at the time of registration with the remainder payable on Jan. 1, 2012.

Our tuition rate for four day students is \$360.00 per month and \$200.00 per month for two day students. Tuition rates for our nursery students are \$220.00 per month for two days per week and \$400.00 per month for four days per week. Tuition should be paid on the first school day of each month, unless other arrangements are made with the director. Your tuition reserves a place for your child in his/her classroom. No refunds will be made and there will be no switching of days. For children of active congregational members of St. Paul Lutheran Church, there is a discounted rate of tuition. Please see the director for more information. If your child misses CDS due to illness, vacation, doctor appointments, inclement weather, etc., there will be no refund. If you plan to leave your child at our CDS facility on any day other than their scheduled two or four days, please call before you arrive as drop-ins are taken only if space is available. The drop in rate is \$25.00 per day and payment is due on that day. Checks should be made payable to Christian Day School or CDS. Your canceled check will serve as your receipt for payment. If you pay by cash, a written receipt will be issued. CDS accepts cash and checks only. Our operating budget is totally dependent on 100% payment for all the children in our program. Returned checks will have a \$25.00 service charge. Statements will be issued in January for tax purposes.

FORMS

CDS is a licensed childcare facility and is required by law to maintain a confidential file on each child. Each child will need to have an enrollment form, emergency form, a signed physician's statement stating that the child is in good health and can attend CDS. A current immunization record is required. Please check with Comal County Health Department for what immunizations are



needed. These records must be updated as needed for immunizations are required by age. Parents have one week after the date of admission to complete and return these records. **If not, your child will not be allowed to attend CDS until this has been accomplished.**

VISION AND HEARING SCREENING TESTS

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a childcare center. Children who are four years of age by September 1 of each year will be screened for possible vision and hearing problems. The screening should be completed by January 1, or within 120 calendar days of the enrollment date. This screening can be done by your child's physician or by the Texas Department of Health. The tests do have to be performed by a licensed or certified screener or a healthcare professional. We do have to keep a record of the screening in your child's file, no matter who performs the tests. You can access <http://www.tdh.state.tx.us/vhs/> for more information.

HOURS OF OPERATION

CDS operates Monday through Thursday from 9:00 a.m. until 2:00 p.m. We observe the same holidays and early release times as Comal Independent School District. A current copy of the CISD school calendar will be provided to you separately. Our first day is the first Tuesday after Labor Day and our last day of school is usually one week before the school district ends.

For the 2011 – 2012 school year, our first day of school is Tuesday, September 6, 2011 and our last day of school is Thursday, May 17, 2012.

DRESS

Please dress your child in comfortable, washable clothing and rubber soled shoes with closed toes. All apparel should be safe for playground activities.

LATE CHARGES

Children should strive to arrive promptly at 9:00 a.m. and be picked up promptly at 2:00 p.m. Teachers may be in their rooms prior to 9:00 a.m.; however, this is their preparation time for your child's learning activities for the day. Children are never to be left in the room if the teacher is not present. If you know you are going to be late picking up your child, please call.

After the 2:00 p.m. pick up time, the following charges will be assessed:

2:00 p.m. – 2:10 p.m. \$10.00

After 2:10 p.m. each additional minute will be \$5.00



MEDICATIONS

No over the counter medications will be administered by any CDS personnel. Prescription medications may be administered as per Minimum Standard guidelines. Parents must see the director for more information.

ILLNESS

Children with a communicable disease may not attend CDS until a medical evaluation determines that they are no longer contagious and are able to participate in CDS activities. Please do not bring your child if they have any of the following:

1. An illness that prevents the child from participating comfortably in CDS activities.

2. An illness that results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.
3. The child has an oral temperature of 100.4 degrees or greater and accompanied by behavior changes or other symptoms or signs of illness.
4. Symptoms and signs of possible illness are lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting (two or more episodes in 24 hours), and rash with fever, green nasal discharge, mouth sores with drooling, wheezing, or behavior change. Children may not return until medical evaluation indicates that the child can be included in CDS activities.

CHILDREN MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO CDS.

Should your child become ill or seriously hurt, we will make every effort to contact you immediately. Please make sure your child's emergency contact numbers are current. Emergency contacts will be called when you cannot be reached. In the event your child is hurt while at CDS, your child's teacher will fill out an Accident Report Form which will be kept in your child's file. A copy of that form will be sent home with your child the day the incident occurs. All our staff is certified in CPR and First Aid and must keep up their certification in accordance with Minimum Standards. First Aid kits are available in the Director's Office for any minor need.

WHAT TO BRING

Parents are responsible for providing their child with his/her own lunch, including a drink, each day they are in attendance. Lunches must be nutritional. CDS is not responsible for its nutritional value or for meeting your child's daily food needs. **No junk food or candy.** Please have all items



prepared the way your child will eat them (i.e. oranges/apples peeled, no refrigeration, heating, etc.). CDS will provide a

nutritional snack with juice for each child in the mornings. We also ask that you send a bottle of water each day, labeled with your child's name. **REMINDER: LABEL ALL ITEMS BROUGHT TO CDS WITH YOUR CHILD'S NAME!**

All of the children will rest after lunch. Rest time is usually between 12:00 to 1:30 p.m. Children are not forced to sleep, but according to Minimum Standards, we must provide a rest period for each child. Please provide a plastic mat for your child to lie down on. This mat will be kept at CDS for the school year. Children may also bring a pillow and/or light blanket that will need to be taken home each day.



Please provide a complete change of clothes (i.e., shirt, shorts/pants, socks and underwear) each day in case of an accident. Even our older children can have accidents.

Mothers of infants in our nursery will be asked to write down a daily schedule so that the teacher knows each child's usual naptime, eating times, etc. This schedule will be posted in the classroom. Also, in our nursery area, we have two rocking chairs that can be utilized by nursing mothers. We encourage mothers who are breastfeeding to come and nurse their children or they may provide us with breast milk to give to their children while they are in care.

Children in our 3 to 5-year old classes should bring a lightweight backpack (approximately 12"x18") to accommodate a take home folder. This folder will be used by the teacher to send home schoolwork and important information to the parents. Please do not send any toys with your child to CDS. **Unless the teacher gives permission on "Show and Tell" days, please leave personal toys at home. CDS will not be held responsible for lost, stolen or broken items.**

ARRIVAL AND DEPARTURE

For the safety of the children, they are to be brought to the classroom and left in the care of the teacher. Children are

never to be left in a classroom when a teacher is not present. After telling your child goodbye, please do not linger. If they are upset, the quicker you leave, the sooner they can be calmed down and directed into the morning activities. We encourage all parents to call back and check on their child as they deem necessary. **Children must be picked up by a parent** or other adult designated by the parents. Please make sure that the person picking up your child is noted on the enrollment form in their file. In the event your child will be going home with someone not noted on that sheet, a written note must be given to the teacher or director in advance of pick up. Persons unknown to the staff must present a picture ID (driver's license) prior to the child being released, even with a written authorization. Your child's safety is of the utmost importance to the staff of CDS. Please sign your child in each morning; giving a phone number where you or someone responsible can be reached should we have an emergency or your child should become ill. In the afternoon when your child is picked up, you must sign them out by initialing and putting the time they are picked up. Once your child is signed out, they are your responsibility.

SCHOOL CLOSURE

When the Comal Independent School District cancels school, CDS will not be in session either. If there are any questions, please call your child's teacher or the CDS director. Teacher names and phone numbers will be given out at the beginning of each school year. In case of severe weather warnings of all types, we ask you pick up your child immediately. This will eliminate the possibility of being unable to reach CDS in case of impassable roads at dismissal time. Please be aware of all weather bulletins when your child is at CDS.

SPECIAL OCCASIONS



The CDS staff and/or teachers plan special parties for the various holidays. Each classroom will have a sign-up sheet for helpers and for special treats. Parents may bring

special cookies or cupcakes for their child's birthday celebration with their classmates. These treats need to be prepared by a commercial bakery and may not be homemade. Should you wish to bring treats for such an occasion, please advise the teacher in advance so they can plan accordingly.

EMERGENCY PLAN

Fire drills are held monthly and severe weather drills are held once every three months. Evacuation plans are posted by the door in each room. Should the need arise to relocate to another facility; we would go to Bulverde United Methodist Church, 28300 Hwy. 281 North, San Antonio, Texas. They are located south of our facility on the east side of 281, just south of the Cibolo Creek Bridge. Their phone number is 830.980.7745. Per our licensing guidelines, CDS has a written emergency preparedness plan that details how things will be handled in case of an emergency (such as tornadoes, flood, fire, communicable disease outbreak, intruders with a weapon or explosion or chemical spill) and the school will need to be evacuated, relocated or locked down. This plan is kept in the office of the CDS Director if you wish to review it.

DISCIPLINE POLICY

A desirable climate for learning and growth is usually the result of careful planning by the staff. Discipline and guidance, therefore, shall to the best of our ability, be consistent, and based on an understanding of the child's needs and development, and promote self-discipline and be directed toward teaching the child acceptable behavior. CDS recognizes that biting can be an age appropriate response for some toddlers because their language skills are still developing. However, our policy is if there are three documented bites by a child, they will not be allowed to return without approval from the CDS Board. The staff will work with both child and parent to help the child learn that this is an inappropriate behavior. CDS reserves the right to evaluate

all excessive discipline problems for referral to the CDS Board to determine if a child should not be allowed to return. Confidentiality will be of the utmost importance. Teachers will communicate with parents directly and not in front of the children or other parents. You will be given a copy of our discipline and guidance policy for your signature at the time of registration.

OUTDOOR PLAY



Weather permitting, the children will go outside to play everyday. On cold or chilly days, please provide your child with appropriate clothing (jacket, coats, or sweaters). If your child cannot go outside due to a runny nose, cough, etc., **DO NOT** send them to school. Since teachers accompany their class outside, we do not have a supervised room in which your child can stay.



CURRICULUM

Each preschool class will follow their own specific schedule. Teachers will create daily lesson plans based on a weekly theme that will include activities centering on language, science, math, social skills, music, art, small and large motor skills. Children will be offered a program rich in assorted activities in order to provide them the opportunity to make choices. Activities will be age appropriate within a consistent and predictable schedule. Teachers will be flexible with constant evaluation and adjustment to ensure each child's successful educational experience.

STAFF DEVELOPMENT

In order to provide the best quality learning experiences for each child the entire CDS staff participates in a minimum of 15 clock hours of inservice training annually. This training includes early childhood development, curriculum planning, discipline, nutrition, CPR, First Aid, safety, professional development, etc. and is done outside of our scheduled CDS hours of operation.

ABUSE AND NEGLECT

We are obligated under law to report any suspected abuse or neglect. The Child Abuse Hotline is 1.800.252.5400.

PARENT COMMUNICATION

CDS furnishes this parent handbook so we can have total communication with you. If you don't understand any part of this handbook, please discuss it with the director as soon as possible. This handbook is subject to periodical review and as addendums are made parents will be notified in writing.

Parent conferences may be scheduled at any time to discuss the progress of your child. Always feel free to speak with your child's teacher regarding any questions or concerns.

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Each classroom will be set up in learning centers that may include dramatic play, blocks, books, manipulatives, music, science and discovery, and art. This provides the teachers with the opportunity to interact with the children in a small group setting and to provide more one-on-one with the children. Children will also have a weekly chapel time that consists of a bible lesson and music. Infants and toddlers will not follow a specific daily schedule other than that created by the needs of the children. Our endeavor will be to provide a safe, nurturing and healthy environment where each child can grow and develop through exploration of their surrounding and experimentation. Teachers will be aware of individual needs for sleeping and eating through observation and daily communication with parents. Children will be stimulated through stories, music, toys and games that are age appropriate and aimed at sensory and motor development.

POTTY TRAINING

Children who will be in our Three-Four Year old class for the school year **must be toilet trained**. They must be able to use the toilet independently. If they are not fully toilet trained by the start of school they will not be able to attend until they are. Your child's space will need to be filled and your child may return to school if there is space available. If not, they will have to wait until the following school year. Please remember, registration and supply fees are non-refundable. If your child does achieve this goal, then there are no fees for reinstating.

FIELD TRIPS

CDS provides field trip opportunities for all 3 year old through 5 year old classes. Children will still be dropped off and picked up at our facility during normal school hours on days of these field trips. Please check with your child's teacher for complete information.

ST. PAUL LUTHERAN CHURCH

SCHEDULE OF WORSHIP

Sunday School

9:15 a.m.

Worship Services

8:00 a.m. 9:15 a.m. 10:30 a.m.

ACKNOWLEDGMENT PAGE

Please initial by each of the following topics to show that you understand each of our policies:

- | | |
|---------------------------------------|---------------------------|
| Mission Statement_____ | Arrival & Departure_____ |
| Open-Door Policy_____ | School Closure_____ |
| Non-Discriminatory Policy_____ | Special Occasions_____ |
| Tuition and Fees_____ | Emergency Plan_____ |
| Forms_____ | Discipline Policy_____ |
| Vision & Hearing Screening Tests_____ | |
| Hours of Operation_____ | Outdoor Play_____ |
| Dress_____ | Curriculum_____ |
| Late Charges_____ | Field Trips_____ |
| Medication_____ | Staff Development_____ |
| Illness_____ | Abuse and Neglect_____ |
| What to Bring_____ | Parent Communication_____ |

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I have read the parent handbook thoroughly and understand the terms and conditions that are set forth herein.

Signature

Name (printed)

date signed

Please sign and date this form and return it to the Director. This will be kept in our files to show that you have read the handbook and understand all of policies of St. Paul Lutheran Christian Day School Program.

ST. PAUL LUTHERAN CHURCH

CHRISTIAN DAY SCHOOL

29797 U.S. Highway 281 North

Bulverde, Texas 78163

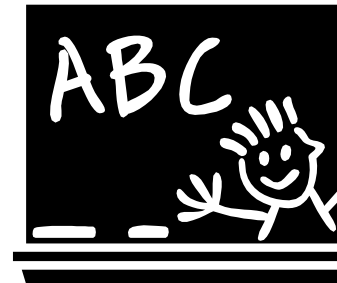
830.980.6771

830.980.6772

www.redroofschool.com

STUDENT HANDBOOK

2011 - 2012



Director - Sherry Schneider
Assistant Director - Sarah Stracener
stpaulcds@gvtc.com

ST. PAUL LUTHERAN CHURCH
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