**VISITING THE SCHOOL**

Parents are welcome to visit their child’s classroom, preferably after we have a month or so of school under our belt and daily classroom routines have been well established. We would appreciate it if you would notify the teacher in advance so that it will not interfere with lesson plans for the day. We would also ask that parents not remain with their child on the first day of school. This only makes the inevitable separation more difficult.

**PARENT CONFERENCES**

Parent-Teacher Conferences may be held at various times to discuss the pupil's progress and any difficulties that might have arisen. The purpose of such a conference is to keep a closer channel of communication open with parents.

**OPEN HOUSE**

Parents will be able to view materials, discuss curricula, and meet other parents at our annual Open House in September.

**PARTIES**

One parent or guardian of each student will be expected to help with at least one party during the school year. Anyone wishing to help with more than one may certainly do so. Class parties are very special and exciting events for these young children, and parents are always welcome to attend. For more information or to volunteer to help, please contact your child’s teacher.

**WEATHER CONDITIONS**

When bad weather causes hazardous conditions, please tune in to Vernon radio station KVWC 103.1 FM to find out if school will be delayed or cancelled. As a rule of thumb, if the public schools close or are delayed due to the weather, we will do the same.

We will not allow any child to leave the school during a tornado warning with anyone other than his or her parent unless we have been specifically instructed to do otherwise. (This includes regularly scheduled carpools.) If this policy would affect you in a severe weather situation, please give your child’s teacher a signed note with your specific instructions at your earliest convenience. The note will then be kept on file with your child’s records.

**EMERGENCY PREPAREDNESS PLAN**

We are required by law to have an emergency preparedness plan. We exercise fire, storm, and volatile person drills throughout the school year in accordance to state law. In the event of an emergency that would require evacuation of the building, we will take the children next door to Eagle Flatts Village – Assisted Living. 4501 College Dr. Vernon, TX 76384.

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August 2018

Dear Parents:

This handbook has been prepared to provide you with information regarding the policies and procedures in effect at St. Paul Lutheran School under the direction of the Board of Christian Education of St. Paul Lutheran Church.

Naturally this booklet cannot cover everything, but the topics included here are those that will most affect you and your child in the daily functioning of the school. We ask that you please take a few minutes to read through and familiarize yourself with this information. In the center of the handbook you will find the calendar of events for this year. Please keep it somewhere handy throughout the year for your reference.

We will supplement this information regularly throughout the year by way of parent notes.

Your child's teacher is the best source of information concerning his or her progress and development. If you ever have a question or concern, please do not hesitate to call us.

We thank you for the opportunity to know and teach your children, and for entrusting them to our care. May God richly bless your homes and families with the love of Jesus, our Lord and Savior.

Yours in Christ,

Amy Koch

Pam Matus

Melissa Gfeller

Lisa Aderholt

Pam Walker

Sherri Koch

*St. Paul Lutheran School is a private school owned and supported by the members of St. Paul Lutheran Church. The School is one of the educational agencies of the congregation. A School Board is elected by the congregation and is charged with the responsibility of carrying out the objectives as set down by the congregation.*

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**KINDERGARTEN, PRE-KINDERGARTEN & 3-YEAR-OLD**

St. Paul Lutheran School offers kindergarten, pre-kindergarten, and 3-year-old classes. Our main purpose is to provide the children with a thorough foundation for their future work in the primary grades. Organized play and social development are not overlooked, but these are not the primary purpose of our classes.

**NON-DISCRIMINATION POLICY**

St. Paul 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, and other school-administered programs.

**THE CURRICULUM**

This school has been established on the firm foundation of God's Word. Religion is not a segregated subject in the day's work; its influence permeates and gives substance to all other subject areas taught. In fact, we believe that only in keeping with the revealed truth of God's Word can all other subjects be properly understood and rightly applied. All subjects achieve their highest meaning and purpose only as they are imparted with the aim of serving others to the glory of God.

Methods and content of the secular subjects are in accordance with those recommended by the State of Texas.

**MUSIC**

All classes are gathered twice a week for a 30-music period in which we sing and “move” to a variety of songs

**CHAPEL SERVICES**

Chapel services are conducted alternately by Pastor Paul Neuberger, St. Paul’s Director of Christian Education, at 9:30 a.m. every Friday. Offerings collected at chapel services are sent to various charities throughout the year. Parents are invited to attend these services.

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**HEALTH AND MEDICATION** (continued)

Any child found to have lice will be sent home immediately. They may

not return to school until they have been treated and all the nits have been completely removed from their hair. They will be checked before

reentering their classroom. **Parents listed on the Admissions Form will be contacted in the event of illness, injury, or emergency. In the event of a Medical Emergency, 911 will be contacted as well.**

If your child is taking prescription medication and needs to receive a dose while at school, the medicine must be brought in its original container, and a permission form must be signed by a parent or guardian in order for St. Paul staff to be able to administer it.

We are required by the State of Texas to perform Hearing and Vision screenings starting at age 4. Parents will be notified of results only if professional help is needed.

**DISCIPLINE**

Every pupil owes implicit obedience to his parents and teacher in every respect according to the Fourth Commandment; the Word of God will govern the school life of the pupil. St. Paul Lutheran School is committed to the principle that in order to teach effectively, and to maintain an atmosphere conducive to learning, sound discipline must be maintained at all times. We believe that a child's disciplinary training should begin at home and is the parents' primary responsibility. Good discipline will not only curb childhood tendencies to misbehave but will help the child to lead a more productive and effective life when they are grown.

If a child is disruptive to the classroom, disobeys his or her teacher, and/or hurts other children, he or she will be removed from the class and given a timed "time out." If, after being removed from his or her classroom three times in any one-week period, the child remains disobedient and/or continues to hurt other children, the child will be suspended from school for the day and the parents will be called to pick them up immediately. Persistent disregard for or inability to adhere to school rules for any reason, especially if it puts the student himself/herself or any other student at risk, may be grounds for permanent dismissal.

If a child bites another child hard enough to break the skin, he or she will be suspended from school for the day and the parents will be called to pick the child up immediately. The parents of the child who sustained the injury will be notified as quickly as possible.

Please be aware that frequent episodes of unruly behavior or behavior that regularly prevents a teacher from maintaining a pleasant and safe learning environment for every student in the classroom is grounds for expulsion.

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**SCHOOL FOOD SERVICES**

Milk or juice and a snack are served at mid-morning, and an additional

mid-afternoon snack is served to Stay & Play children. Stay & Play children will need to bring a lunch with a drink each day. If drinks are not pre-packaged (juice boxes, etc.), they should be in a SIPPER-TYPE THERMOS ONLY. The lunch needs to be something that does **not** require refrigeration. Please use a thermal lunchbox with a cold pack to keep the food fresh. BREAKFAST IS NOT ALLOWED TO BE BROUGHT TO SCHOOL.

Parents may bring special treats for their child's birthday if the teacher is notified in advance.

**CLOTHING**

Children should wear comfortable and non-restrictive clothing. Play clothes are perfectly acceptable. Girls may not wear shirts or dresses that have only a spaghetti strap on the shoulder. Clothing such as overalls that have multiple and/or difficult fasteners should be avoided since children often have trouble removing them in time to use the restroom. Cowboy boots are discouraged as they interfere with coordination. Flip-flops, slides, skate shoes, etc. are strictly prohibited because they prevent children from running properly, are a hazard on the playground equipment, are too easy to remove, and do not provide adequate protection from troublesome plants such as stickers. Also, hats may not be worn in the school building.

Children in the 3-Year-Old classes and **all** Stay & Play students are required to bring a change of clothes in a zip-loc bag labeled with their name. This spare clothing will be left at school at all times and replaced as needed. We also require that our Pre-Kindergarten students do the same. Please be aware that if your child should have an accident in the restroom or spill a beverage (or anything else) on themselves, you will be called to bring them a change of clothes. It is much easier for everyone if they already have a spare outfit handy right here in their locker. In the event that your child has a #2 accident, you will be called to come change them, even if they already have a change of clothes at school.

**HEALTH AND MEDICATION**

**According to Texas state child care regulations, if your child has been ill, they must be *fever-free*, with *no vomiting or diarrhea*, for *24 continuous hours* before they may return to school.** If your child is sent home from school with a fever, a virus, or any other contagious illness, they may not return to school until they have been symptom-free for 24 hours. (They may not come to school the next day.) A Doctor’s note may be required if it is felt needed when your child returns.

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**ENTRANCE REQUIREMENTS**

In order for a child to make application for enrollment in the 3-Year-Old class, he/she must be three years of age prior to September 1. Also, in order to attend, children may not use any type of pacifier and they must be **completely** potty trained. There will be no exceptions to this rule. Three-year-old students must bring a change of clothes in a zip-lock bag with their name on it to have on hand in case of accidents. These clothes must be left at the school at all times and replaced as needed.

- In order for a child to make application for enrollment in Pre-Kindergarten, he/she must be four years of age prior to September l.

- In order for a child to make application for enrollment in Kindergarten, he/she must be five years of age prior to September l.

**Children are required to meet state immunization laws.**

**INSURANCE**

In the interest of the safety and security of our students, as well as of the school, every child enrolled at St. Paul Lutheran School must automatically participate in a program of accident insurance. This policy covers any accident that may occur from the time the child leaves home to go to school until the time he returns home. The cost of this coverage is included in the enrollment fee.

**CARPOOLING**

If you will be carpooling with other St. Paul School families, please notify us of your arrangements as soon as possible. If a child will not be riding home with his/her regular carpool on a specific day or for a certain period of time, please send a written note informing the teacher of this. Also, please make sure the carpool mother is aware of any changes. We are not responsible for any car seats, booster seats, etc.

**PROCEDURES FOR RELEASE OF CHILDREN**

A staff member will be made aware of my child’s arrival at and departure from this facility. Upon arrival, I will leave my child only in the care of their teacher or the staff person on duty. I hereby authorize St. Paul Lutheran School staff to allow my child to leave the facility ONLY with the persons I have listed on the Admission Form.

**FIELD TRIPS**

We take the children on field trips occasionally during the year. Most of these occur in the fall. State regulations now require that children be transported in booster or safety seats according to their age and size. If we are not able to obtain use of VISD school buses, parents will be required to provide the proper seat for their child on the day of each field trip in order for the child to be able to attend. You will be notified of any such event at least 24 hours in advance.

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**SCHOOL TUITION AND FEES**

Payments may be turned in to the school office, deposited in the drop box outside the office or sent in by mail. PLEASE MAKE ALL CHECKS PAYABLE TO **ST. PAUL LUTHERAN SCHOOL**.

The following school fees have been set up by the St. Paul Lutheran School Board and have been approved by the congregation.

TUITION is due **ON OR BEFORE** the **10th** of each month. If payment is received after the 10th of the month, a late fee of $20.00 will be added to the amount due. If at any time an account becomes two months past due, the situation will be referred to the members of the School Board for their review. **Please be aware that non-payment of tuition is grounds for expulsion of the student.**

**There will be a $20.00 fee for returned checks.**

Since our purchasing of curriculum materials and staffing of the school depend upon enrollment figures, the School Board requires that the last month’s tuition (May) be paid in advance at the time of registration.

**REGISTRATION FEES**

Enrollment Fee (Annual) ----------- $185.00

Tuition for the last month of the

school year for which the child

is being enrolled (May 2017) ------- $195.00

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TOTAL $380.00

The enrollment fee includes all school supplies, a daily mid-morning snack, and full school time accident insurance coverage. This is payable at the time of enrollment and is **non-refundable**.

 MORNING TUITION (Monthly)

 Kindergarten -----------------------$195.00

 Pre-Kindergarten ------------------$195.00

 3-Year-Old Class ------------------$195.00

 STAY AND PLAY (Monthly)

 3:00 p.m. dismissal ----------------$150.00

 4:00 p.m. dismissal ----------------$170.00

 5:00 p.m. dismissal ----------------$190.00

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**LATE PICK-UP CHARGES**

All students must be picked up by their pre-arranged dismissal time. This applies to 12:00 noon dismissal **and** 3:00, 4:00 and 5:00 Stay & Play dismissal. Please make every effort to pick your child up promptly. If you are unable to pick him/her up by 5:00, you need to make arrangements for someone else to pick him/her up. The following schedule of late charges will be enforced:

After 5:15 - $5.00 / After 5:30 - $10.00 / After 5:45 - $20.00

The late fee will be added to your tuition at the beginning of the next month. If the payment is not made, the child will not be able to return to Stay N’ Play until it is paid.

**SCHOOL HOURS**

Kindergarten is in session from 8:00 a.m. to 12:00 noon. The Pre-Kindergarten and 3-Year-Old classes are in session from 8:30 a.m. to 12:00 noon. Stay & Play children remain through the lunch hour and are dismissed at a pre-arranged time. Stay & Play closes at 5:00 p.m. Under the Texas Penal Code, any area within 1,000 feet of a child care center is a Gang Free Zone.

**ARRIVAL TIME**

As a courtesy, one teacher will arrive early each day and have the school building open by 7:30 a.m. CHILDREN WILL NOT BE ADMITTED BEFORE 7:30 BECAUSE THE TEACHER ON DUTY CANNOT SUPERVISE CHILDREN UNTIL SHE HAS MADE SURE THAT EVERYTHING IN THE BUILDING IS READY FOR THE SCHOOL DAY. We appreciate your cooperation and understanding on that point. Kindergarten classes begin PROMPTLY at 8:00***. It is very important for your child to be here on time for class.*** The Pre-Kindergarten and 3-Year-Old classes begin at 8:30 a.m. Please make every effort to have your child in their classroom on time.

The same general rule applies to leaving the school premises. All students should leave the building by 12:00 noon unless they are enrolled in Stay & Play. Stay & Play students enrolled till 3:00, 4:00 or 5:00 must leave by their respective dismissal time. Stay & Play closes at 5:00 p.m.

**TOYS FROM HOME**

Please do not allow your child to bring toys from home to play with at school. This simple practice will prevent a great deal of disruption, and we certainly appreciate your understanding and cooperation.

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**ST. PAUL LUTHERAN SCHOOL**

4405 Hospital Drive

Vernon, Texas 76384

Phone: (940) 552-6651

Fax: (940) 552-6616

Website: stpaulschoolvernon.org

 spls.vernon@gmail.com

 Amy Koch Pam Matus

 839-6089 552-7111

 Melissa Gfeller Lisa Aderholt

 839-4353 886-2300

 Pam Walker Sherri Koch

 552-9797 886-8322

**SCHOOL BOARD MEMBERS**

 Dylan Pedigo Devin Kieschnick Christie Lehman

 839-7838 552-8350 887-9205

**St. Paul Lutheran Church**

Paul Neuberger, Pastor

552-2495

**REPORTING ABUSE/NEGLECT OF A CHILD**

Our employees receive required annual training regarding abuse and neglect.

DFPS Abuse Hotline: 1800-252-5400

DFPS Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Local Licensing Office: 325-691-8232

Child Care Licensing Agent: Kimi Moon…940-249-0180

 **ST. PAUL**

 **LUTHERAN SCHOOL**

 **HANDBOOK**

 **▬ 2018-19 ▬**

 