

PARENTING TIPS

Parental involvement is critical for a child's enjoyment of school. The following tips will help you and your child to enjoy school and experience success:

- Let God's Word guide your family in all phases of daily life.
- Attend church regularly as a family.
- Have regular family devotions and prayers.
- Read every day to your child.
- Encourage your child to be respectful and courteous to teachers and fellow students.
- Exercise Christian discipline and support Christian discipline exercised at school.
- Project a positive attitude toward education, particularly Christian education.
- Make sure your child is regular and prompt in attendance.
- Ensure sufficient hours of sleep for your child and encourage well-balanced meals.
- Discourage your child from bringing any distracting items to school.
- By refraining from being critical of school procedures in the presence of the child.
- Show your child through your own involvement and concern that school is important.



EARLY CHILDHOOD MINISTRY FAMILY HANDBOOK

CHRIST ST. JOHN'S EV. LUTHERAN SCHOOL
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- Fever within the last 24 hours.
 - Diarrhea with the last 24 hours.
 - Vomiting during the night or in the morning before school
 - Persistent coughing
 - An unexplained or undiagnosed rash
 - Pink eye or conjunctivitis—pink to red, itchy eyes with a discharge from them in the morning
 - Head lice or nits (without treatment)
 - Pinworms
 - Chicken pox when lesions are not yet crusted over
 - Bacterial infections (examples include strep, impetigo) which have been treated for less than 24 hours with antibiotics.
- Should a communicable disease or condition be identified, all parents will be notified as quickly as possible. CSJ's ECM is required by law to have health care summary on file. This includes an immunization record for each child.

MEDICATION

No over-the-counter medication, including aspirin or the equivalent, or prescription drugs, may be taken by a child without a physician's written order and instructions for use. ALL medications, prescription and non-prescription must be checked into the school office by parent or guardian and brought to school in the original container.

Prescription Medication - A Medical Provider Authorization form shall be completed by parent or guardian before any prescription medication is administered. The office manager will supervise your child's medication.

Non-Prescription Medication - A Medical Authorization Form shall be completed by parent or guardian before any non-prescription medication is administered. The office manager will supervise your child's medication.

Cough Drops - Cough drops are allowed to be brought to school by students and given to the office at the beginning of the day.

FIRST AID

Standard first aid procedures will be administered for minor accidents or injuries should they occur. More serious cases will be handled according to the instructions supplied to the school on the Emergency Contact Form.

EMERGENCY CLOSINGS

Whenever the **West Salem School District** cancels classes due to weather, we will also close school. Information will be announced on radio stations WIZM (1410 AM /92.3 FM), Z-93 (93.3 FM), WCOW (97.1 FM), WKTY (580 AM).

Announcements will also be aired on television stations WXOW (TV 19) and WKTB (TV 8). When a school day is shortened because of weather conditions or some other emergency, pupils will be dismissed only when we are sure that they are able to get into the home or the house of a neighbor or relative. Parents will be notified of school closings, late starts, and early dismissals due to emergencies through the schools **ONE CALL SYSTEM**.

EMERGENCY EVACUATION DRILLS

Children will be instructed on proper procedures for fire drills, lock downs, and weather emergencies. Practice drills will be held periodically.

SPIRITUAL CARE

CHURCH ATTENDANCE

You are invited to attend either Christ or St. John's Ev. Lutheran Church services. See the pastors if you are interested in becoming a church member.

SINGING FOR CHURCH SERVICES

There are times when our children are provided the opportunity to sing during worship services. Parents will be notified when children are scheduled to sing.

HEALTH CARE

ILLNESS

Should your child become ill at school you or the emergency contact person will be called to bring your child home. To serve you better, and for the well-being of the children, we cannot accept children with the following symptoms:

- Runny nose or ear (green or yellow discharge)
- A temperature of 100F or greater

ADMINISTRATION AND STAFF

MISSION STATEMENT—CHRIST ST. JOHN'S EV. LUTHERAN SCHOOL

Christ-St. John's Lutheran School's mission is to assist families by providing a Christ-centered education to meet the spiritual and academic needs of our children now and for eternity.

MISSION STATEMENT—CHRIST ST. JOHN'S ECM

Christ St. John's Early Childhood Ministry exists to assist parents in enriching the lives of young children by providing an environment which encourages him/her to grow spiritually, socially, emotionally, intellectually, and physically.

ADMINISTRATION

Christ and St. John's Ev. Lutheran Churches, through the Board of Christian Education and the pastors of the congregations, oversees the CSJ Early Childhood Program. The director answers to the Board of Christian Education. The lead teachers answer to the director. The aides answer to the lead teacher and director. The director oversees day-to-day operations in keeping with the policies of Christ and St. John's Lutheran Churches and School. Questions and/or concerns should be brought to the director.

COURSE DESCRIPTION

This ECM program is designed to meet the spiritual, intellectual, social, physical, and emotional needs and interests of children ages 3, 4 & 5. Children will be presented with the truths of scripture through Bible stories and Christian music, art, and drama. They will be taught to apply God's truths to everyday living through discussion and activities. They will hear the saving message of salvation daily.

The following goals will be presented within a Christ-centered framework:

- Promotion of social development (getting along with others, sharing, basic manners, good health habits, etc.)

- Encouragement of general awareness (seasons of the year, months, days of the week, holidays, etc.)
- Introduction of number concepts
- Offering of art projects in a variety of media (crayon, paint, clay, etc.)
- Providing musical experiences (songs with keyboard, musical games, rhythm activities, etc.)
- Development of physical skills (hopping, jumping, skipping, galloping, large and small muscle development, exercise programs, group games, etc.)
- Introduction to types of reading readiness (color awareness, matching shapes, audio recognition of rhyming words, stories, poems, finger plays, etc.)
- Helping children to recognize individual gifts and abilities
- Encouragement and development of attitudes and skills which can make learning a happy experience

ENROLLMENT

PROCEDURE

Children enrolling in the 2-day, 3-day or 5-day program must have attained the age of 3 (3K), 4 (4K), or 5 (5K) by September 1 of the current school year. Children must be toilet trained and able to take care of their toileting needs independently. The school year is from the end of August - May.

- The morning sessions run from 8:00 – 11:30 A.M. (3K and 4K only)
- The all day classes run from 8:00 – 3:00 P.M.
- Before School Care is available *beginning at 7:15 A.M.*
- After School Care is available from 3:00—6:00 p.m. (*late pick up will incur After School Care costs*).
- If a family decides to decrease the number of days or hours they will use the preschool program from their original tuition payment form, CSJ reserves the right to add a \$500 convenience fee to the family's tuition bill.
- Changes will only be made at semester (January) time only with a minimum of 2 weeks notice. Any changes made will be based on availability.

PERSONAL BELONGINGS

Parents are asked to see that children do not bring personal belongings to school without prior permission. Please encourage your child to leave toys at home. We will have occasions to bring in items for special days.

COMMUNICATION WITH PARENTS

Open communication between parents and teacher is vital. Please feel free to discuss any concerns about your child with the teacher. This can be done at a mutually agreeable time. Parents are able to reach the classroom teacher through the school communication system, FASTDIRECT.

CLASSROOM VISITATION

Arrange this with the classroom teacher.

FIELD TRIP POLICY

Students must have a signed permission slip to attend. Parent drivers and chaperones play very important roles during school field trips. We greatly appreciate their gifts of time and help with supervision, in addition to the use of their vehicles. Guidelines for chaperones will be made available to field trip drivers. ***Parents are to remember the rule for student riders: Children must be 8 years old OR must weigh 80 lbs. OR must be 4' 9" to NOT NEED a booster seat.***



PLAYGROUND SAFETY

Adult or teacher supervisors will monitor all recess periods for safety and liability protection. Students are expected to obey all directions given by their supervisors quickly and respectfully. For playground safety there will be no tackle football, snowball throwing, or rough play allowed.

SCHOOL SUPPLIES

A school supply list will be provided with the final school registration packet. Most supplies such as markers, paints, papers and other consumables are provided by the school. At times, a list of needed items for class use may be posted and may be donated if a parent wishes.

Parents will provide a backpack or book bag to be brought to school daily. Students will also need an extra change of clothes (placed in a large Ziploc bag with your child's name).

All Day students will need a beach towel or small blanket, small travel sized pillow, and **foldable** mat. Students should wear Velcro tennis shoes—No Laces PLEASE!

CLOTHING

- Each child should wear comfortable, washable clothing to school. Be sure that your child is appropriately dressed for both indoor and outdoor play. Each child will be encouraged to play outside regularly, except during inclement weather. Try to provide clothing that is easy to manage. Children are encouraged to become as independent as possible.
- Extra clothes for emergencies should be kept on hand for the school year and should include: pants, shirt, underwear and socks. Please mark your child's clothing with name or initials. In the event that clothes are soiled, the child will be given help if needed in changing into clean clothing and soiled clothing will be placed in a plastic bag for transport home. The parent will be notified upon pick-up and a clean set of clothing should be brought the next school day.

BUSSING

Bussing is available for the 4K and 5K students living in the West Salem School District. Parents/Guardians are responsible for arranging bus services for their students. The school does not set this up. Please, contact the West Salem School District office to set up the need of transportation for your child. The bus company must be notified in advance of any changes in arrangements.

COST

Tuition payment options are as follows:

- One payment due at registration. All tuition and all fees paid up front.
- Two payments - Half of tuition and all fees due at registration, half due on 1/15.
- Four payments - $\frac{1}{4}$ of tuition and all fees due at registration. Other 3 payments due 11/15, 1/15, and 3/15
- Monthly payments - 10 payments. First payment due and all fees at registration and remaining payments due by the 10th of each month.

Tuition costs are structured on a flat monthly fee with no refunds or credits for absences or unscheduled cancellations.

If your child is to be withdrawn, please notify the teacher two weeks in advance of the end of the month.

CLASS OPERATIONS

CLASS SCHEDULE

Children are welcomed to school each day. Children arriving more than 30 minutes prior to class time will need to attend the Before School Care Program. Parents are to bring their child into the building and see that the child is under supervision before leaving the premises. Children are to be picked up promptly at dismissal. They will be dismissed individually to parents/guardians unless arrangements have been made with the After School Care Program.

Children will be supervised at all times while they are at CSJ's ECM program.

BEHAVIOR GUIDANCE POLICY

“If you love Me, keep My commandments.” (John 14:15)

These words of Jesus illustrate His will for the lives of both teacher and student. Each should strive to glorify God by all that is thought, said, and done. An attempt is made to maintain Christian discipline at all times. Every effort is made to treat all children fairly in accordance with God’s Word.

It must be understood by pupils and parents alike that pupils owe implicit obedience to their teacher under the fourth Commandment. Christian discipline is clearly outlined in scripture.

Children will be dealt with constructively at all times. The teacher will use love, encouragement, and praise, with an emphasis on desirable characteristics. When appropriate, the teacher will give a child choice or redirect the activities. If necessary, a child may be isolated from the group for a period of time while still in the classroom. Any severe behavior problems will be brought to the attention of the child’s parents.

NAPS/QUIET TIME

Children attending the all day program will have an afternoon quiet time. Each child must bring a foldable mat and small blanket or towel for this rest time. Your child does not need to sleep during this time but will have the opportunity to rest their minds and bodies.

BATHROOM ACCIDENT POLICY

It is a Christ St. John’s School Policy that all children must be fully potty trained to attend our programs. Fully potty-trained children are able to communicate when they need to use the restroom, use the restroom independently, and properly clean themselves when they’re finished. If a child is unable to demonstrate that they are fully potty trained, they will be removed from the program until they’re successfully potty trained.

SCHOOL PICTURES

Pictures are taken early in the school year. Parents will receive a form with options and package choices. These pictures will be used in the yearbook.

SNACKS

Children are not to bring breakfast, gum, or candy to class. Children will have a short snack break in the mornings. Each child needs to bring his/her own snack from home at the beginning of each school day. Parents are encouraged to send along nutritious, low-sugar snacks for optimal energy, nutrition, and focus.

LUNCH & MILK PROGRAM

- The CSJ Hot Lunch Program is a part of the National Hot Lunch Program. Monthly menus will be sent home through the school communication system, FASTDIRECT. All meals are prepared at the school for a nominal fee. Our staff consists of the Food Service Director, Food Service Cook, and Food Service Server.
- Money for Hot Lunch can be paid by cash or check with the school office manager, or by credit card or ACH payment through FASTDIRECT. When your account is in a negative balance a message will be sent out through FASTDIRECT.
- Morning snack milk will be available and is a part of the tuition fee.

BIRTHDAY TREAT

Children’s birthdays will be celebrated as close to the actual day as possible. Should you wish to bring special treats to share please let the teacher know in advance. Parents should consider healthy options for treats. Sugary treats will be sent home with the children to be served by parents at their discretion.

PARENT TEACHER CONSULTATIONS

Parent /teacher consultations are scheduled once each year at the end of the first trimester. See the calendar for specific dates.

We respectfully ask that parents not come to school unannounced to consult with a teacher right before school, during recesses, or immediately after school hours. Please call for an appointment so that matters may be given some thought and prayer, and also that sufficient time is set aside to hold a profitable discussion.