

SCHOOL PURPOSE, PHILOSOPHY AND OBJECTIVE

PHILOSOPHY AND PURPOSE

As part of the Christ Memorial Lutheran Church family, in keeping with the purpose statement set forth by the CMLC, the purpose of the CMLS is to foster the competence in all areas of a preschooler's life by providing a stimulating Christian atmosphere in which to grow and develop, where God is praised and revered. With the guidance of the Holy Spirit, to provide an environment in which each child's growth and development can be observed and assessed in order to identify specific abilities and areas of additional need. As an outreach of Christian love, we hope to serve as a welcome center for parents, providing resources so that the understanding of children and the Gospel may be enhanced. All of this is done to help children and ultimately their families, grow closer to God.

OUR EARLY CHILDHOOD/KINDERGARTEN PROGRAM

Our goal at Christ Memorial is to give your child a variety of learning experiences which will help him grow in all respects. We provide rhythm and music, easel and finger painting, clay modeling, block building and more. Manipulatives are furnished for the development of small muscle skills, while outdoor play and movement benefit whole body coordination.

Listening and oral language skills are strengthened through our language arts curriculum and are enriched by rhymes, finger plays, poetry, and story dictation. Time is spent on exploring God's wonderful world through Social Studies and Science activities. Our Bible-based curriculum is interwoven throughout every aspect of the school experience. Children are taught to recognize the Bible as God's true Word, applicable to their world, and to come to know Jesus as Creator, God, and Savior.

Through our program, we encourage your child to display independence, cooperation (discussing and sharing instead of fighting for play equipment) and decision-making. Working together with you, the parents, our aim is for a successful transition from home to school, and a positive school experience.

CURRICULUM OBJECTIVES

Our curriculum is designed to foster competence in all aspects of a child's life as a Christian. Opportunities for learning are provided through consideration of the six areas of children's development - spiritual, emotional, social, physical, intellectual and creative. Our goal is to meet the needs of the child in each of these areas while keeping the whole child in mind.

Through the activities in the early childhood/Kindergarten curriculum the child will:

1. GROW SPIRITUALLY so as to -
 - Develop a sense of trust for God
 - realize a need for and develop a response toward God's love.
 - know Jesus as his/her personal Savior
 - feel secure in God's love and care
2. GROW EMOTIONALLY so as to -
 - develop a sense of security and trust
 - demonstrate independence, self responsibility and self-regulation
 - develop an understanding of himself as a special creation of God
 - channel emotions into appropriate and acceptable outlets
 - be free to risk failure and be comfortable with mistakes
3. GROW SOCIALLY so as to -
 - learn to play, work and communicate with peers and adults
 - adjust to group situations
 - accept others even though they may be different from self
 - develop a sense of community
 - accept change in environment and routines
4. GROW PHYSICALLY so as to -
 - develop gross and fine motor coordination
 - develop eye-hand and eye-foot coordination
 - demonstrate awareness of his/her own body
5. GROW INTELLECTUALLY so as to -
 - continue to develop language use and understanding
 - develop pre-reading skills such as:
 - visual discrimination
 - auditory discrimination
 - understanding of symbols
 - interest in and love of books
 - develop an ever-increasing attention span
 - complete tasks begun
 - initiate his or her own activities
6. GROW CREATIVELY so as to -
 - view him/herself as a unique individual created and valued by God
 - express ideas in his or her own unique way
 - be free to create artistically using a variety of media
 - develop his/her God-given talents and abilities

TABLE OF CONTENTS

ADMISSION POLICY
ARRIVAL & DISMISSAL PROCEDURES
ATTENDANCE
BIRTHDAYS
BUSSING
CARPOOLING
CHAPEL
CLASS LIST
CLOTHING
COMMUNICATIONS
CONFERENCES & PROGRESS REPORTS
CURRICULUM
DISCIPLINE
ENRICHMENT PROGRAMS
EXTENDED DAY PROGRAM
FAMILY WORSHIP
FIELD TRIPS
FINANCIAL SUPPORT
LIBRARY
LOST AND FOUND
MEDICINE DISTRIBUTION
MUNCH BUNCH
PARENT CONCERNS
PARENT INVOLVEMENT
PARTIES
PLAY EQUIPMENT
REFUNDS
REGISTRATION
SCHOOL CALENDAR
SCHOOL CANCELLATIONS
SCHOOL AND OFFICE HOURS
SCHOOL WORK
SECURITY
SNACKS
STANDARDS
STUDENT TUITION REDUCTION
TARDINESS
TRANSPORTATION
TUITION AND FEES
TAX DOCUMENTATION SHEETS

ADMISSION POLICY

Christ Memorial Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, and other school-administered programs.

ELIGIBILITY

TWO BY TWO'S- turning 3 between March 1 and August 31 of present school year.

YOUNG THREE-YEAR-OLD CLASS- turning three between Sept. 1 & last day of February of present school year.

THREE-YEAR-OLD CLASS- must be three years on or before September 1 of present school year.

PRE-K CLASS – must be four years on or before September 1 of present school year.

KINDERGARTEN- must be five years on or before September 1 of present school year.

**All new students must present a birth certificate and immunization record.
Immunization records must be kept current.**

Immunization records must be completed by the time the child reports for the first day of school. Health forms are due at the time of the child's next physical. Dental forms are required for Kindergarten.

ARRIVAL AND DISMISSAL PROCEDURES

To make arrival and dismissal as quick and easy as possible, we ask that you help us by following a few simple procedures before and after school, Munch Bunch, Enrichment.

Arrival Procedures:

1. Each school day, please park in the parking lot and walk your child into the classroom. **Please do not park your car in the traffic circle** to drop off your child. It is dangerous for arriving buses, and for parents & children who are trying to enter school between parked cars (especially in the rain).
2. Please, please, please don't ever leave a sibling unattended while you drop off your child. If you have a sleeping child, please call the office and we will be glad to help you.
3. Please do not leave your car engine running while unattended.

Dismissal Procedures:

1. Please pull up to the circle with your child's car sign visible in your front windshield.
2. **Please stay in your car** and wait for the teacher to place your child in the car.
3. **Your child should get into your vehicle on the right hand side**- away from traffic.
4. **Pull into the larger parking area to secure your child's seatbelt.**
5. Please use the **South entrance** (closest to Paoli Pike) when arriving to school. Please use the **North exit** (furthest from Paoli Pike) when leaving the lot.

Reminder:

It is difficult for teachers to try to answer questions about your child at this busy time. If you have a question or concern for a teacher, please park in the lot after picking up your child and come back into the school to speak with the teacher. Please feel free to call the office at any time to arrange a meeting with your child's teacher.

Thanks for helping us to get you in and out of school quickly and safely!

Munch Bunch children will be dismissed from the car line at 12:30 pm.

If you have made arrangements for your child to go home with someone else, a signed note from each parent involved must be received. If you set up a permanent car pool arrangement, please notify your child's teacher in writing with days and times listed. (See Carpooling)

ATTENDANCE

Regular attendance of your child promotes educational growth and a positive attitude for learning. Parents are reminded that irregular attendance interferes greatly with the child's progress. Therefore, we caution against unnecessary absences. **In case of absence please call the school at 610-296-0650.** This is especially important if your child is a bus rider, so we are aware they will not be getting off the bus. When child returns to school please send a note explaining his absence.

By law, children with communicable diseases are not permitted to attend school.

These communicable diseases require the following procedure before the child returns to school:

- a. Chicken Pox - all pox must have scabbed before the child returns to school.
- b. Impetigo - requires a doctor's note as proof of the child's recovery.
- c. Strep Infection -Child must be kept home 7 days from the onset of infection or return with a doctor's note.
- d. Pink Eye -Child must have been on prescribed drops for at least 24 hrs.
- e. Head Lice- treated and a physician's note.

****To prevent the spread of colds and other communicable diseases, it is advisable to keep your child home when he shows any of the following symptoms: sore throat, runny nose, skin rash, excessive fatigue, enlarged glands, fever, vomiting, earache, headache, or chills. Your child may return to school 24 hours after symptoms have subsided.**

BIRTHDAYS

Birthdays celebrated at school should be kept simple. Your child's birthday will be scheduled by the teacher and included on the monthly calendar. For birthday time, your child is welcome to bring special napkins, plates or even a paper or plastic tablecloth to make snack time birthday ready! Please do not send any snacks as we have a strict dietary policy (See Snacks). Summer birthdays will be celebrated at the end of the school year or as designated by the teacher. A birthday book may be donated by your child to the school library. An inscription with your child's name will be added inside the book cover.

BUSSING

Our Kindergarten children will be bussed to school according to the allocations provided by neighboring school districts. Parents will be notified of bus assignments in August prior to the start of school. Your child may be dropped off at the bus stop of a friend only if that friend is assigned to the same bus and notes have been received from both parents. Children may not ride any other bus except that which has been assigned by the school district. The school district reserves the right to exclude a child from riding the bus due to disruptive behavior.

CARPOOLING

All class lists are made available at the start of school. The class lists are for your convenience in planning carpools or other activities for your children. A note from each parent participating in a carpool is necessary to verify the days and times of the arrangements.

CHAPEL

Each Pre-K, Kindergarten and Friday morning Enrichment class will participate in chapel in the Sanctuary as per scheduled dates. Parents are invited to join us during this worship time. School-wide chapel (for all classes) is offered during Lutheran Schools Week and in May. A free-will offering is taken during chapel and will be designated for The Women's Guild of Christ Memorial Mission mites program.

CLASS LIST

Individual lists with student's name, parent's first names, addresses, phone numbers, and birth dates are made available to each family. Moving during the school year? It is imperative that any changes in address or phone number are given to the office prior to your move. Please be sensitive to the privacy of our school families and remember these class lists are for car pools and convenience only. Please do not use them or share them for any sales purposes.

CLOTHING

Your child should be dressed appropriately for school. Simple, washable, easy-to-manage clothes should be worn. Please make sure your child has shoes that are playground safe, (NO flip flops or backless shoes). Please prepare your child's outer clothing (i.e., jackets, sweaters) with nametags or other means of identification, including boots, hats, and mittens. Please no dangling toggles from jackets or hoods; these can catch on sliding boards and cause physical harm.

COMMUNICATIONS

Communication between home and school is a vital part of CMLS. A monthly classroom Newsletter and calendar will be sent home with your child filled with items of interest. All school communication is sent home periodically. Please make note of this important news. We would like to hear your child's comments about school. Both the positive and the negative are important to us and encourage a growing program. Advise the teacher of any changes in your child's behavior or attitude toward school. Mutual communication is a key ingredient in our relationship.

CONFERENCES AND PROGRESS REPORTS

Parent and Teacher conferences will be held the last 3 days of the week in January as part of our winter recess. **There will be no classes during these conferences. Conferences are usually scheduled for 15- 20 minutes each. If you would like a longer conference, please let your child's teacher know before conference week.**

- If there is a specific problem or situation you would like to discuss, please notify your child's teacher of its nature beforehand. She can then thoughtfully consider the matter and make observations of your child.
- Additional time or conferences may be arranged throughout the school year whenever the need arises.

Progress reports for the three-year-old classes will be handled at parent conferences once a year. Progress reports for the Pre-K classes and Kindergarten classes will be sent home one week prior to conferences and one week prior to the end of the school year.

The primary objective of conferences is to establish a more harmonious working relationship between home and school. They serve to strengthen the mutual interest of the parent and teacher in the child's progress and to assist both parents and teacher in following a course of action, which will best serve the needs of the child.

CURRICULUM

Our developmentally appropriate curriculum is designed to provide a process for building skills and developmental growth in all areas. The classroom environment and the curriculum are structured to provide for each child's individual needs, learning styles and interests. Using thematic units, materials are presented in a hands-on manner, which enhance creativity and provide for the child a total understanding of the concept presented.

All areas of pre-reading, science, math, pre-writing, social studies, creative art, drama, puppets, music and movement are given full consideration.

The integrated Bible curriculum combines character training in Biblical truths with a strong teacher role model. Every area of the child's school experience, including discipline, is enhanced with these truths for building Godly character. Children are encouraged to express their understanding by word and deed. The effectiveness of prayer and the basis of trust in God are firmly presented.

Christ Memorial Lutheran School's Kindergarten curriculum is language arts based, stemming from the sequential ordering of theme-related phonetic alphabet studies. Each developmental area of the child's growth is carefully woven into integrated discovery centers and process-oriented experiences. Pre-reading, pre-writing, speaking and listening language arts explorations are integrated with science, art, math, movement, and social studies to provide a most comprehensive hands-on discovery-based curriculum.

Each portion of the days' curriculum is incorporated with developmental growth opportunities in social, emotional, cognitive, spiritual, and physical realms. Children are encouraged to think through and process daily input and are offered opportunities to discuss discoveries, explore and record, predict and conclude in both small and large group settings.

DISCIPLINE

In the task of "training up a child in the way he should go," we think especially about true Christian character, attitudes, and conduct in each and every child. This responsibility is shared by parent and teacher as the God-appointed guardians while the child is in his/her care.

A strong working relationship develops between the child's home and his school. In the event that inappropriate behavior arises, classroom teachers respond with loving concern, encouraging words and, using discretion, endeavor to discover the source of the child's agitation. Teachers encourage apologies and mutual forgiveness between students, soliciting handshakes, hugs, and prayer. If a child needs to be separated from the class, some time in the Director's office is used to enable the child to calm down and aid in the resolution of the conflict. Parent/teacher communication will involve discussion of more serious or continued inappropriate behavior. The School Director will be called to assist with persistent disobedience in order to reach a satisfactory decision on behalf of the child. In the event that a satisfactory decision is unable to be met or resolved following the parent/Director meeting, the family may be requested to meet with the CMLS Board. This Board is made up of four church appointed members, two CMLS parents, and the Director. Christ Memorial Lutheran School reserves the right to dismiss a child if that child is deemed by the above school personnel to be a consistent / persistent physical or psychological threat to the safety/ well being of the children or staff in our care, or to exhibit a continued disrespectful attitude toward any adult[s] or child[ren].

In school and at home We are a family.
We work and play together in love.
We speak kind words only.
We obey our teachers and our parents.
We love God and show His love through our actions.

Procedures to handle a more serious problem are as follows:

1. Parents are notified that the behaviors of their child are deemed inappropriate within a two to four week period following the onset of the behavior. The teacher and school director will continue to lovingly guide the child toward appropriate and acceptable behaviors and will give the child every opportunity to put into practice the guidance received.
2. Parental assistance will be requested in a behavioral program for self-regulation and control consistent with the process of training in the classroom. This will offer to the parent a description of the behaviors expressed in the classroom, an understanding of the expectations for their child, and a proposal for consistent training which will offer the child appropriate parameters and therefore an opportunity to control those behaviors deemed inappropriate/ unacceptable. At some time in this process, it may be recommended that your child be evaluated by behavioral specialists (i.e., Chester County intermediate unit).

Developing the character of Jesus, we encourage children toward growth in love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22,23). As His Creations, children are encouraged to view themselves and others as special in His sight.

ENRICHMENT PROGRAMS

Enrichment programs are offered for children attending our 3's through Kindergarten classes. Enrichment is a time where children can experience extra instruction and activities, which enhance what they are already doing in their regular class times. Enrichment program registration takes place the same time as regular classroom registration. Space is limited and classes are filled in the order they are received. See the tuition section for fees.

EXTENDED DAY (*STAY and PLAY*) PROGRAM

Christ Memorial Lutheran School offers the Extended Day Program to all children who are enrolled in the school. The Extended Day Program is available as follows:

Monday	8:30 - 9:00 am and 12:30 – 3:00 pm
Tuesday	8:30 - 9:00 am and 12:30 - 3:00 pm
Wednesday	8:30 - 9:00 am
Thursday	8:30 - 9:00 am and 12:30 – 3:00 pm
Friday	8:30 - 9:00 am

Extended care is available at \$8.00 per hour. This program is available to children from Young 3's through Kindergarten. You may sign your child up for this service in the school lobby. Extended care is limited to the first six children who sign up in each timeslot. If you desire to sign up for the entire year, please complete the purple form provided in your child's summer mailing.

FAMILY WORSHIP

While Christ Memorial Lutheran Church is offering a resource to aid parents in providing for the Christian education of their children, it does not remove the God-given responsibility of the parents to supply Christian training at home. We urge you, as parents, to join your child in Church / Sunday school attendance. If you would like further information about devotions, church or Bible studies, feel free to call the church or school office.

FIELD TRIPS

For our 3 yr and Pre-K classes, we try to bring assemblies into school. By the time our children are in Kindergarten educational trips to enrich classroom experiences will be taken. Buses are available for field trips and the staff may ask for parent volunteers to chaperone. Because of the insurance of the bussing company, *siblings are not permitted.*

FINANCIAL SUPPORT

Christ Memorial Lutheran School is maintained by Christ Memorial Lutheran Church and substantially supported by its members and the tuition payments of its students. Monetary gifts are always welcome and are used to help cover tuition costs for families in need. If you have a financial need for tuition support, please speak to the director.

LIBRARY

Once a week, the Pre-K and Kindergarten classes will visit and checkout books at our school library. A new book may not be checked-out until the other one has been returned. Please replace or submit the amount for replacement on any lost or damaged library book.

LOST AND FOUND

All misplaced items may be found in the Lost & Found box, in school hallway. **Items are emptied and given away each December and June.**

MEDICINE DISTRIBUTION

If your child needs medicine to be given during the school day, you may come to school to give it to your child or you may write a note giving the director permission to give it to your child. The medicine must then be brought to the director's office. ***No staff member may give your child medicine and no medicine may be left in your child's backpack. This includes inhalers. Please bring all medicine and inhalers to Mrs. Jodie's office. Thanks!***

MUNCH BUNCH

A one-hour extension of the school day is offered to parents for personal appointments, luncheons, etc. Children bring a bag lunch and drink, share in conversation, and play with friends their age. To register, sign the dated Munch Bunch book in the school lobby and place the form/fee in the foyer School bus. Yearly Munch Bunch sign-ups are handled through the summer mailing form.

Boldly mark students' lunch boxes with name.

Hours: 11:30 AM - 12:30 PM

Fee: \$8.00/ day

Please do not send food that needs to be heated! Thanks!

PLEASE NO NUT PRODUCTS! Be advised that even the oil transferred from a sandwich to fingers to surfaces (tables, chairs, and toys) can cause serious respiratory distress. Thank you for understanding.

PARENT CONCERNS

Christ Memorial Lutheran School highly honors the relationship built with the families in our community. We are, however, aware that opposing issues in philosophy, discipline, or other may arise. The School Director, the Christ Memorial Lutheran School Board, and the Church Elders will handle these matters.

Parents may voice concerns in the following sequential manner:

1. Request an appointment with the child's teacher to discuss the concern.
2. Request an appointment with the School Director to discuss the concern.
3. If the concern is unable to be resolved, a meeting with the parents, the teacher, and the Director will be held.
4. In the event the above does not resolve the situation, the Christ Memorial Lutheran School Board President, Pastor, and a Church Elder will be called in to mediate the situation.
5. If the situation is considered to be irreconcilable, it will be suggested that the child withdraw from CMLS. The Director, Pastor, and Church Elders reserve the right to dismiss a child if the family does not withdraw voluntarily.

PARENT INVOLVEMENT

Teachers welcome parental involvement and often ask for help from parents. Help is needed for special projects and various classroom activities. The school also has need of parents to help with parties and field trips. Your time spent in the classroom is important to your child. Your centered attention is desired for that child and for the class. Due to this and to spacing limitations, *sibling attendance is not encouraged*.

Listed below are a few ways you can help in your child's classroom. Sign-up forms are available at Back to School Night and throughout the year.

- *Party
- *Home and School Links
- *Fund Raising Projects
- *Munch Bunch Helper

PARTIES

Class parties will be held at Christmas, Valentine's Day, and Easter. Parents who volunteer as "Party Planners" will be responsible for assisting teachers to plan and prepare the snack, paper products, games and other activities. On these days, parents of children with allergies will be responsible to either approve the snack provided or bring an appropriate special snack. If you cannot be at school for the parties, you may still assist by purchasing needed items or by preparing the snack. Please remember no nut-products of any kind. Sign-up sheets are available in the classroom.

PLAY EQUIPMENT

To eliminate the problem of loss and damage, all toys are to be left at home unless the teacher has requested that students bring them for Show & Tell or other academic purpose. Special toys, which comfort your child, may be kept in your child's backpack.

REFUNDS

Registration refunds and pre-paid tuition will be returned if the child's space in the classroom can be filled by a wait list, new enrollment, etc.

REGISTRATION

Registration for all classes takes place in February of the school year. In-house registration for church members, current students, and siblings takes place before open registration. Open registration begins in early February. A registration form must be completed and returned to the school office with a \$75 registration fee. Classes are filled in the order registrations are received.

SCHOOL CALENDAR

The CMLS Calendar denotes major school events and school closings. Each family will receive the Christ Memorial Lutheran School calendar in the summer mailing. Please note the starting date, ending date, parent conference week, and in-service days.

SCHOOL CANCELLATIONS

The school typically follows the West Chester Area District for school closings due to inclement weather or other circumstances. There are times, however, when CMLS decides an option different than the West Chester Area District.

Here at Christ Memorial, we have three ways you can find out the status of our school opening or closing:

1. You can log on to the Christ Memorial Lutheran Church & School website at www.christmemorial.us.
2. Tune in to NBC Channel 10 on your television. We contact NBC 10, and they list us by name at the bottom of the TV screen. You are also able to access the information via the Channel 10 website at www.NBC10.com./weather/school-closings/
3. Given that the majority of our students are from the West Chester School District, we (in most cases) follow the West Chester School District's decision on inclement weather days, however, the final decision is ours. If you would like to check the status of the West Chester Area School District, you may check at: www.wcasd.net

Three snow days are allotted without make-up. Snow days beyond these three will be made up later in the school year. **If the West Chester School District has a two-hour delay, our morning preschool will be cancelled.** Everything will begin, for the preschool children, with lunch at 11:30. When West Chester is delayed two hours, our **Kindergarten classes will be held from 11:00 a.m. to 1:00pm.** Parents please keep in mind that attendance on snow days is completely at your discretion. Safety First!

SCHOOL HOURS

TWO BY TWO CLASSES

(One Day: \$140. / Two Days \$240. monthly)

Tuesday / Thursday 9:15-11:15

YOUNG 3'S CLASSES

Two Day Classes \$275.

Monday/ Wednesday 9:00AM - 11:30AM

Tuesday /Thursday 9:00AM- 11:30 AM

REGULAR 3's CLASSES

Two Day Classes \$275. / With 3rd Day Option \$350. / Each Additional Option + \$50. monthly)

Monday / Wednesday 9:00AM-11:30 AM

Tuesday /Thursday 9:00AM-11:30AM

Tuesday /Thursday 12:30PM-3:00PM

3's Enrichment Opportunities: Wednesday PM 12:30-3:00
Friday AM 9:00-11:30

PRE-K CLASSES

Three Day Classes \$350. / With One Option \$425. / Each Additional Option + \$50.monthly)

Monday/Wednesday and Friday 9:00AM-11:30AM

Tuesday/Thursday and Friday 9:00AM-11:30AM

Monday/Wednesday and Friday 12:30-3:00 PM

Pre-K Enrichment Opportunities:

Thursday and Friday afternoons 12:30-3:00

KINDERGARTEN

Monthly tuition: \$450./ With one Enrichment \$525./With both Enrichments \$575.

Monday - Friday 9:00AM – 1:00PM

Kindergarten Enrichment Wednesday and Friday 1:00-3:00

Stay and Play available Monday, Tuesday and Thursday until 3:00

ADDITIONAL OPPORTUNITIES

Before School Care 8:30am – 9am (\$5)

Lunch 11:30am - 12:30pm (\$8/hr)

Stay & Play 12:30 – 3:00 (\$8/hr) Monday, Tuesday, and Thursday

Your child is invited to stay for lunch for free when they are in school for a full day

CHURCH AND SCHOOL OFFICES

8:30-3:00 P.M. (Daily)

Church Phone: (610) 644-4508

School Phone: (610)296-0650

SCHOOL WORK

Parents demonstrate interest and concern in their children's work by daily checking over the items sent home in their school bags. Children are encouraged by you to learn and grow through the recognition of these accomplishments. Your child's teacher will save 3-5 pieces of artwork for the Annual Art Exhibition, which is held in April.

SECURITY

The school security system is two-fold. Photographs of the child and any potential pick-up person are required. CMLS will distribute a car sign for each student. All school doors are locked during school hours. At this time, a buzzer is in place to allow you to alert the staff that you want to enter the building. The school director and secretary are also equipped with security devices that are directly linked to the police department. Christ Memorial Lutheran Church recently had a state-of-the-art fire alarm system, including strobe lights in each classroom.

In the event of an all-school emergency resulting from fire, chemical spill, or natural disaster, staff vehicles will evacuate children and staff to the Bryn Mawr Rehabilitation Center, 414 Paoli Pike, [610] 251-5400. When children are secure off-site, parents will be called to confirm our location and to determine means of pick-up.

SNACKS

Over the past few years, it has become increasingly difficult to monitor all of the various parent preferences (e.g., limited sugar) and food allergies that affect snack time. With this in mind, each child will now bring its own personal snack each day. This snack should be put in a small brown bag or baggie with their name clearly marked on it. Please keep the snacks nut-free and separate from lunch boxes. Proper nutrition is emphasized in the daily snacks. I hope you can understand our position on this matter – the safety of the children is really our first priority. **NO NUT PRODUCTS PLEASE!**

STANDARDS

The Christ Memorial Lutheran School's course of study is guided by the education requirements of the State of Pennsylvania. The School is licensed and certified by the State of Pennsylvania.

The School follows the Pennsylvania State regulations relative to attendance, health examinations, safety precautions, holidays, and other matters which concern the welfare of the students and the community. It is therefore necessary to complete and return all emergency forms prior to the start of school as per state regulations.

Dedicated, well-trained and State certified teachers comprise the faculty. The School Board of Christ Memorial Lutheran Church and School, with the counsel and advice of the Pastor and church Elder Board, carefully supervise the School Program. The School Board meets monthly and is made up of the School Director, four church members, and two parents, past or present.

STUDENT TUITION REDUCTION

Christ Memorial Lutheran School does not want to restrict anyone from attending the school because of financial needs. Parents applying for a reduction in tuition payments must send a letter of intent to the Christ Memorial Lutheran School Director. Requests are submitted to the Church Treasurer, which in turn, reviews the request and renders a decision to the parents.

TARDINESS

Arriving at school on time promotes a sense of punctuality and responsibility and prevents disruption of classes already in progress. It is also of concern that the child may miss an important learning experience.

TRANSPORTATION

All pre-school students will need private transportation. Kindergarten students are bussed according to the provisions of the School District in which they live. The School will provide a class roster with addresses and phone numbers for your convenience in car pool arrangements. Children should not be brought to school earlier than the designated class time, and should be picked up promptly at the end of the class session. If a child needs to be brought earlier, the teacher must grant permission in advance. If someone other than the parent is to pick up the child, the teacher must receive written notification. In the event of an emergency where someone else must pick up your child, specific security measures will be followed, including obtaining a photo or Driver's License of any person other than previously designated on the emergency form.

TUITION AND FEES

The school is owned and operated by Christ Memorial Lutheran Church. Tuition payments, along with financial support from church members, provide the financial support necessary to maintain the school. No substitution days or monetary credit is given for absences, including vacation or illness.

CMLS sends a tuition payment schedule in the summer mailing. There are no subsequent tuition statements sent as reminders for payment. Parents are responsible to send monthly tuition fees by the 10th of each month. Tuition may be paid in full or in monthly installments.

Monthly Installments:

The yearly tuition may be paid in monthly installments. For 3's and Pre-K classes, the first tuition installment (*which includes the first and last monthly payments*) is due by the beginning of September. For the Kindergarten, the first tuition installment is due by May 15th and the second installment is due by the beginning of September. The remaining seven (7) tuition installment payments will be due on or before the 10th of each month, October through April, in the monthly amount stated below:

	<u>Yearly Tuition</u>	<u>Monthly Installments</u>
<u>Pre-School</u>		
Two by Two's one day	\$1260	\$140
Two by Two's two day	\$2160	\$240
3's Classes 2-Day	\$2475	\$275
Pre-K Classes 3-Day AM	\$3150	\$350
<u>Kindergarten</u> 5-Day	\$4050	\$450

Activity Fees:

In addition to tuition, a one-time activity fee is required for each class. An enrichment activity fee is also required if your child enrolls in this program. For 3's and 4's classes, these activity fees are due with the first tuition installment by the beginning of September. For the Kindergarten, this fee is due with the second installment in early September. **Activity fees are as follows:**

No fee for 2x2's
\$65.00 for 3's and Pre-K classes
\$75.00 for Kindergarten
\$35.00 per Enrichment class

Church Member and/or Sibling Discounts:

When more than one child is enrolled in a family, a 25% reduction will be granted for the tuition of each additional child. This includes regular classes and Enrichment Tuition. Christ Memorial Lutheran Church members are also offered at a 25% reduction. Please note Activity Fees , Stay and Play and Lunch are not discounted. The rates are as follows:

	<u>Discounted</u> <u>Yearly Tuition</u>	<u>Discounted</u> <u>Monthly Installments</u>
<u>Pre-School</u>		
Two by Twos One Day	\$945.00	\$105.00
Two by Twos Two Days	\$1620.00	\$180.00
3's classes 2-Day	\$1856.25	\$206.25
Pre-K classes 3-Day	\$2362.50	\$262.50
<u>Kindergarten</u>	\$3037.50	\$337.50

Tuition Responsibilities:

It is the responsibility of the parent(s) to keep the tuition account current. However, the school does recognize that situations may arise which may cause economic hardship. If such a situation should occur and an installment payment cannot be made, the parent should immediately contact the Director.

TAX DOCUMENTATION

The CMLS tax I.D. # is 23-1933249. If applicable to your work situation, a record sheet is provided below for your convenience in keeping a yearly account of services rendered for childcare.

Tax Documentation Record Sheet

	Tuition & Enrichment Check #, Date, Amount	Extended Day Check #, Date, Amount
September	_____	_____
October	_____	_____
November	_____	_____
December	_____	_____
January	_____	_____
February	_____	_____
March	_____	_____
April	_____	_____
May	_____	_____
Registration fee:	=====	
Activity fee:	=====	

