



SAINT PAUL LUTHERAN Church and School

“Reaching Out with the Love of Jesus”

750 West Keady Court

Roseburg, OR 97471

(541) 673-7212

www.stpaulutheranschool.org

www.stpaulroseburg.org

churchoffice@stpaulroseburg.org

Principal Kyle Crane

Pastor Andrew Farhat

Child Care Director Sherri Hu

Student Handbook and Childcare Handbook 2017–2018

Preschool, Pre-Kindergarten,
Kindergarten – 6th Grade
Before- and After-School Care

Our mission is to provide educational excellence in a Christ-centered community;
and to reach out with the Love of Jesus to the children and their parents and guardians.

WELCOME

We look forward to working with you and your child this year as we learn and grow together. St. Paul Lutheran Church and School supports families in raising children in virtue, faith and safety.

We provide a safe, loving Christian atmosphere in which children learn and develop. We more firmly establish Christ-like attitudes and ideals in a child’s heart through the hours spent with Christian teachers and students. That this noble end may be accomplished, we pray for His blessings upon our efforts.

St. Paul Lutheran Church and School welcomes children of any race, color, national or ethnic origin, or health status to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin or health status. The School Ministry Team gives final approval to applicants.

Our goals are to know Jesus; to learn and grow in faith and in knowledge guided by the Holy Spirit; and to worship the Triune God, Father, Son and Holy Spirit. With God’s help and the participation of parents, staff and children, we shall reach these noble goals.

TABLE OF CONTENTS

WELCOME2

TABLE OF CONTENTS 2

REGISTRATION.....2

SERVICES PROVIDED3

PHOTO/VIDEO APPROVAL POLICY AND TUITION & FEES.....3

ACTIVITIES.....4

ACTIVITIES (continued).....5

ATTENDANCE.....5

CLOSURES OR DELAYS.....6

CONCERN/COMPLAINT POLICY6

CURRICULUM.....6

DIRECTORY INFORMATION7

DRESS CODE7

LOST & FOUND8

EMERGENCY CARE POLICY8

ILLNESS9

PARENT INVOLVEMENT.....10

SCHOOL DISCIPLINE POLICY.....11

SCHOOL DISCIPLINE POLICY (continued)12

INCLEMENT WEATHER POLICY12

REGISTRATION

All students must submit a registration form with the registration fee to the office. The registration form authorizes the use of your child’s picture for internal communications, our marketing program as well as media coverage of school activities and events.

We may need the following forms to complete registration:

- **Record transfer** - when a child transfers from another school, the parents must request that the school records be sent to St. Paul Lutheran Church and School by signing the release form. Our secretary will then send for the records.
- **Special needs** - The child’s parents, staff and outside specialists, if necessary, will develop a

specific care plan in writing so that staff is aware of the child's needs.

- **Medication permission** – A signed medical permission slip needs to be on file so the child can receive medication during school hours. All medications must be in original labeled containers and brought by a parent or legal guardian.
- **Immunizations** – Parents are required to present a current record of their child's immunization and be current on all shots, immunizations, etc. We may also require parents/guardians to complete an official record for the Douglas County Health Office.

SERVICES PROVIDED

GRADE LEVEL	TIME	DAYS	REQUIREMENTS
AM Preschool*	8:30 – 11:30 am	2-Day, T/Th 3-Day, M/W/F 5-Day, M-F	Must be 30 months <u>and</u> toilet trained.
Pre-Kindergarten*	8:30 – 11:30 am	5-Day	Age 5 between 9/1/17 & 12/31/17
Half-day Kindergarten*	8:30 am – 11:30 am	M – F	Must be age 5 by 9/1/17
Full-day Kindergarten*	8:30 am – 3:30 pm 8:30 am – 11:30 am	M – Th and F	
1st- 6 th Grades	8:30 am – 3:30 pm 8:30 am – 11:30 pm	M – Th F	Must be age 6 by 9/1/17 to enroll in 1 st grade
CHILD CARE	TIME	DAYS	*REQUIREMENTS
Morning	7:00 – 8:30 am	M – F	Ages 30 months-12 years.
Afternoon	11:30 am – 5:30 pm	M – F	Ages 30 months-12 years.

*Students must be toilet trained.

NOTE: Child care services are available all day on some “no school” days.

PHOTO/VIDEO APPROVAL POLICY

I understand that photos and video are occasionally taken at St. Paul Lutheran School for promotional and marketing purposes. **My child's enrollment is my understanding and agreement that any photo or video taken by St. Paul Lutheran School of my child may be used in St. Paul Lutheran School promotional and marketing materials, as well as on their website.** Furthermore, I consent that such photographs and/or video shall be the property of St. Paul Lutheran School, which has the right to duplicate, reproduce, and make other uses as the St. Paul Lutheran School deems necessary.

TUITION & FEES

The registration fee is due at the time of registration. Early registration, with a discounted fee, will apply to accounts paid prior to March 24th. Church member children registration fees are waived if registered by May 1st; all registration fees are applicable after May 1st. Registration fees are non-refundable.

Tuition is payable in 10 monthly installments, from August to May. The first installment is due August 1st prior to the start of the school year. Tuition installments are late after the 9th of each month. A \$25 late fee is issued for each late installment, per family. Tuition and fee schedule, and a copy of the collection policy for the school year are available in the main office.

Curriculum and technology fees are due August 1st and are non-refundable.

Collection Policy

Tuition and child care accounts that are past due by 30 days will be reminded with a letter. Those accounts that are past due 45 days will receive a second late fee, and make the student ineligible for our services. Arrangements will be made to collect any unpaid balances. A collection agency may be used to collect past due accounts. Parents/guardians will be responsible for any costs incurred in the collection of unpaid balances. If an account has not been paid in full by June 10th, the family will not be eligible for summer child care services, or re-enrollment.

Child care tuition

Child care tuition installments are due the 1st of each month. A late fee will be assessed after the 9th of the month. The fee structure is block based and is billed based on the number of blocks used per day. The blocks used per day will determine the child care tuition amount.

Discounts

- There is a 10% discount for multiple children.
- There is a 3% tuition discount if tuition is paid in full by August 1st.

Tuition Assistance

Tuition assistance may be available for all students. Applications are available in the main office each year at the time of enrollment for the next school year. Please speak with our Principal for more information.

Early withdrawal

Early withdrawal requires a two-week written notice.

Returned checks

Checks returned for insufficient funds will incur a \$25 charge to your account.

ACTIVITIES

PTO(Parent-Teacher Organization)

Every parent who has a child enrolled is a member of the PTO. The PTO is dedicated to developing a better home-school partnership. The PTO schedules fellowship, fundraising and parent education activities throughout the school year.

School pictures

We schedule individual student and class pictures in the fall. Parents will receive advance notice of the exact picture day and the picture packages available for sale. There is no obligation to purchase pictures.

Field trips

We schedule field trips for all grades except the preschool classes. We request parental permission within the registration forms during enrollment. Forms are on file in the main office. This permission covers all trips during the school year. Teachers will notify parents well in advance of field trips. We will make transportation arrangements with parents in advance of the field trip. **Students in grades K-6th are required to wear St. Paul Lutheran School T-Shirts for all off-campus activities.**

Drivers need to be licensed and insured with proof of insurance in the vehicle. A copy of the license, driving record and insurance must be on file in the main office. Each driver is also required to complete a Central Background Registry Application.

Parents need to leave their child's safety seat for any field trips.

Oregon child restraint law: Child passengers must use approved child safety seats until they weigh forty pounds. **Oregon booster seat law:** Children over forty pounds must use booster seats until they are 4'9" tall or they have reached age eight.

Fundraising activities

Fundraising activities occur during the school year to raise monies for school related projects. All projects are supervised and approved by the Principal and School Ministry Team.

Community service

Classes participate and contribute toward community missions such as canned food drives or community service activities for the elderly.

Chapel

Students attend morning Chapel services each Wednesday or Thursday during which time offerings are collected for missionary work in Roseburg and around the world.

Worship services

Occasionally, we invite our students to participate in Sunday worship services. Parents are encouraged to join their children.

ATTENDANCE

Please ensure your child is on time when class is in session. Students are marked a half-day absent if they arrive more than one half hour late.

Arrival & dismissal times

Because we have an open campus, children need to be escorted by parents/guardians to class. Classroom doors open for elementary students at 8:25 a.m.; classes begin at 8:30 a.m. Preschool and Pre-K students may arrive as early as 8:25 a.m., and go directly to the Barnabas house.

Children arriving before these times will be signed into child care and parents will be billed accordingly. Childcare students must be signed in by parent/guardian.

In order to ensure students' safety, each student will be released only to the parent, designated guardian or car pool driver (with parental written consent). ***The school must receive prior**

notification in writing if someone not listed on the registration form will be picking up the student.

Teachers will have the responsibility of releasing students from class. Please make verbal and/or eye contact with teacher. If the responsible party does not arrive 10 minutes after dismissal time, the teacher will take the student to after-school child care and parents will be billed accordingly.

Absences

For the safety of your children, parents/guardians should notify our staff by calling the main office at 541-673-7212 if their child will be absent. Parents are strongly encouraged to coordinate lesson plans with their child's teacher prior to an extended, planned absence.

CLOSURES OR DELAYS

Please check the local media for notification of school closures. Weather-related closures at our school will coincide with the Roseburg School District. Please see inclement weather policy on the last page of this handbook.

CONCERN/COMPLAINT POLICY

On occasion a parent or legal guardian of a student may have a concern or complaint. Should that occur, parents or guardians of that child are asked to follow the following procedure:

- Contact the classroom teacher or the individual with whom you have the concern, with kindness and respect, to discuss the issue.
- If not resolved or satisfied, contact the Principal.
- If necessary, the Principal will schedule a conference with the School Ministry Team.

CHILD CARE CENTER

An individual wishing to register a complaint against a child care center, may call the facility's licensing specialist or may call the Division's Central Office to get the name and phone number of the facility's licensing specialist. The licensing specialist will take your information and follow up on your complaint. Our licensing specialist is Anne Russell. She can be reached at 1-888-802-5739, extension 295

CURRICULUM

We select textbooks and other educational materials from both secular and Christian materials. We integrate Christian faith into the curriculum. God and His Word are the center of all we do.

Grade placement/promotion/retention

Teachers will evaluate each student's progress. If a concern arises, teachers will conference with parents. The parents, teacher and Principal will work together on strategies to help the student.

Progress reports/parent conferences

We schedule progress reports and parent/teacher conferences twice during the school year for elementary students, once a year for preschool and prekindergarten students (see school calendar).

We mail end-of-the-year progress reports within two weeks of the last day of class for Kindergarten through 6th grade students only.

Student education records

Parents have the right to:

- Review and inspect their student's educational record,
- Request the amendment of,
- Consent to disclosure,
- File with the U.S. Department of Education a complaint concerning failure by St. Paul Lutheran Church and School to comply with requirements of Family Educational Rights and Privacy Acts; and
- Obtain a copy of the policy adopted under OAR 581-21-250.
- Student Education Records requested to be transferred to another educational agency shall be done so within 10 days of receiving the request. All tuition, fees, and child care must be paid before records will be released. OAR 339.260 (1)
- Please make your request with the principal.

Homework

Parents are encouraged to take an active part in homework by providing their children with quiet study time, a place at home with supplies, monitoring of student work as needed, and helping your child understand concepts. Please provide the teacher three days advance notice when requesting homework for your child if they will be absent for three or more days.

DIRECTORY INFORMATION

We share children's names and family phone numbers for the purpose of school-related activities such as car pools and birthday party invitations. We will not share your information with marketing companies. If you do not want your information shared with other parents, please notify the school secretary two weeks before the school year begins.

DRESS CODE

Philippians 4:5 "Let your moderation be known to all men..." We are very thankful for the cooperation of the parents and students who work together to maintain our dress code standards. The following are guidelines for children.

- Modest attire is the general rule.
- Clothing and hair styles should not distract from the learning environment.
- Clothing is to be neat, clean, and is not to be torn or tattered.
- Dresses and skirts must be no shorter than mid-thigh and modest
- Shorts must be no shorter than mid-thigh and must be modest
- Modest tank tops may be worn (minimum of 2" straps).
- No hats or gloves may be worn in the school.
- Shirt logos / pictures / messages / advertisements must conform to school standards and not undermine Christian values.
- Underwear and midriff must not be visible
- For safety reasons shoes or sandals must be fastened securely to the feet. (We suggest sandals be worn with socks). No platform or flip-flops.
- Physical education: Students shall wear appropriate clothing for each skill taught. Example: Swimming wear: Girls shall wear a modest one-piece swimsuit. Boys wear swimming trunks.
- If your student is not appropriately dressed for school, parents will be contacted and asked to bring appropriate clothing to the school, for the student.

Preschooler's standards of dress:

- Clothing appropriate for play; please do not "overdress" your child as we do painting and other messy activities.
- If dresses are worn, please have girls wear shorts underneath. It is hard to be modest sitting on the floor or playing on our play structure.
- Always send a sweater or jacket in case the weather turns cool.
- Please label all outer clothing with child's name!
- We hope the above Standard of Dress guidelines will be helpful in choosing acceptable attire for school and school related activities. If you have further questions, do not hesitate to call the office and talk with our principal.

Chapel standards of dress:

St. Paul Lutheran Church and School adopted Chapel standards of dress because:

- Dress can serve as a reminder to students by creating a mindset for worship.
- Dress can show respect to Chapel speakers and guests.
- Dress can have a positive effect on student behavior.
- Dress can create a positive impression for visitors to our school.

LOST & FOUND

Please label lunch boxes, clothing, etc. so your child's items are easily identifiable. A box of lost & found items is stored for at least 2 months outside of the childcare room. After the end of the school year, we remove any remaining items.

EMERGENCY CARE POLICY

Medical emergency

In the event of an emergency relating to fire, illness, a child not breathing, an injury or other emergency that requires immediate attention, our staff will call 911 and seek medical attention; and then contact the parent(s).

Parents grant permission to call an ambulance or take the child to an available physician or hospital at the parent's expense, when signing the registration form. If a specific doctor or dentist is not indicated in the registration form, the child will be taken to Mercy Medical Center, (541) 673-0611, located at 2700 Stewart Parkway, Roseburg, OR 97471.

If necessary, staff will call an ambulance and the child will be transported to the appropriate medical facility.

An accident resulting in death or serious injury of a child in our care must be reported to the Child Care Division (CCD) within 48 hours after the occurrence. Serious injury is defined as one which requires overnight hospitalization.

DISTRIBUTION OF PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS POLICY

Parents will notify staff of St. Paul Lutheran Church & School if their child is to receive any medication during the hours a child is in our care.

No medications will be given unless staff has obtained written authorization from parent(s) or guardians. This authorization will be kept on file. If no written form has been submitted by parent/guardian, medication cannot be administered.

All prescription medications must be in the original container, labeled with the child's name, dosage, directions for administration, date, and physician's name.

All non-prescription medications, such as sunscreen, cough drops and Chap-stick, must be in the original container, labeled with the child's name, dosage and directions for administration.

All medications will be kept in a locked file cabinet in the school office, or in a locked container in the Barnabas House. Medications requiring refrigeration shall be kept in the refrigerator in a separate covered container marked "Medications."

Distribution/Administration of medication will be by one of the staff in the following manner:

- Staff member will give medication to the child as directed by the physician.
- Staff member will observe child taking the medication.
- Staff will record the student's name, date, time medication was administered and the signature of the staff member administering the medication.
- At the end of the school year, these records will be filed, along with the permission slip, in the Student's Educational Record.

Emergency evacuation plan

In the event of an emergency that requires evacuation of the school, we will walk out the back to St. Joseph's Catholic Church (630 W. Stanton St.). From that location, we will contact the children's parents or emergency contacts.

Fire/earthquake drill

Staff and children will practice two aspects of the Fire/Earthquake/Lockdown drill per month. We will practice drills that include building evacuation at least six times per school year.

First aid treatment

First aid treatment for minor abrasions cuts or scrapes:

- Wear gloves
- Wash area with soap and water
- Use clean dressing or bandage

ILLNESS

A child with one of these symptoms shall not be admitted or retained in school and/or child care.

- Fever of over 100 degrees Fahrenheit
- Nausea
- Severe cough
- Difficult breathing or wheezing
- Diarrhea
- Vomiting
- Yellow or green drainage from the nose
- Complaints of severe pain
- Visible head lice or nits
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping or pus filled (pink eye)
- Stiff neck and headache with one or more of the symptoms listed

******Staff and students must be fever free for 24 hours before returning to school and/or child care, without the use of medication, (Tylenol, Ibuprofen, Advil, Motrin, etc.) ******

A child who shows these signs of illness shall be isolated and the parent(s) notified and asked to pick up the child as soon as possible.

When isolated, the child shall be located where he/she can be seen and heard by staff and shall be given a place to lie down, generally in the main office.

If a child has mild cold symptoms that do not impair his/her functioning, the child may remain in the school or center and we will notify the parents when they pick up their child.

We will report an outbreak of a communicable disease in writing to all parents.

If your child has a communicable disease, you are required to call the school office so that we may take the necessary steps to protect all children.

This includes any child diagnosed as having or being a carrier of a child care restrictable disease, as defined in Health Division administrative rule OAR 333-019-0010.

OAR 333-019-0010: Imposition of Restrictions

(1) To protect the public health, persons who attend or work at schools or Child Care Facilities or who work at Health Care Facilities or Food Service Facilities shall not attend or work at these facilities whilst in a communicable stage of any restrictable diseases unless authorized to do so as hereunder specified.

(2) At all such facilities, restrictable diseases include: diphtheria, measles, Salmonella Typhi infection, shigellosis, Shiga-toxigenic Escherichia coli (STEC) infection, hepatitis A, tuberculosis, open or draining skin lesions infected with Staphylococcus aureus or Streptococcus pyogenes, and any illness accompanied by diarrhea or vomiting.

(3) At schools, Child Care, and Health Care Facilities, such restrictable diseases shall also include: chickenpox, pertussis, rubella, and scabies. Children in the communicable stages of hepatitis B infection may be excluded from attending school or child care if, in the opinion of the local health officer, the child poses an unusually high risk to other children (e.g., exhibits uncontrollable biting or spitting).

PARENT INVOLVEMENT

Parents are encouraged to become involved in their child's education. You are welcome into the classrooms during the hours of operation. If possible, please make prior arrangements. All visitors must sign in at the office and wear an approved ID label.

All preschool and kindergarten parents are required to provide a classroom snack one or two days each month. Please coordinate with your child's teacher regarding the specific snacks – commercially prepared, nutritious snacks only such as fresh fruit or vegetables, crackers/cheese, yogurt cups, popcorn, juice or milk (these will be stored in the school refrigerator).

Unfortunately, we cannot accept foods prepared at home. Failure to provide a classroom snack on your assigned day may result in a fee.

Room Mothers and Fathers

We welcome volunteers. Volunteers are very helpful in our classrooms. Each volunteer is required to complete a Central Background Registry (CBR) Application. Please see stop by the office for an application and further information.

While helping at the school, parents must follow the school's discipline policy in class with their own children and others. All parents working with students must have an Oregon CBR on file before volunteering.

Lunch and Snacks

The school does not provide a hot lunch program. Parents must provide a lunch for children enrolled in the elementary and/or extended preschool program and in our care during the lunch period.

If the student does not have a lunch, the school will provide one and charge a \$3.50 fee.

The school provides an afternoon snack for children in afternoon extended preschool.

All snacks provided for classroom use must be commercially prepared and in their original (unopened) packaging.

Parent communication

Parents of preschool and kindergarten students will find communication and student work filed in accordion files, available when you pick up your child. Students in grades 1-6 have personal mail trays in their classrooms where correspondence is filed for student and/or parents to pick up.

SCHOOL DISCIPLINE POLICY

Discipline

Discipline helps children learn self-direction and self-control. Both parents and teachers have the responsibility to teach discipline in and out of the classroom. *"Train up children in the way they should go..."* Proverbs 22:6.

Our approach to discipline is to effect change through positive reinforcement and not physical or emotional punishment.

Positive behavior

In order to understand and maintain uniform guidelines for appropriate school behavior, parents, teachers, principal and children will work together to implement, follow through and improve the following guidelines. In each case, we will consider the child's age and particular circumstances.

General behavior

The child will:

- show respect and care for people and the school environment.
- walk and talk quietly in hallways and on sidewalks.
- use no abusive or disrespectful language.

Playground behavior

The child will:

- show consideration for others.
- not throw rocks/sand or other dangerous objects.
- not engage in contact sports.
- leave playground only with permission.
- play only in designated areas.
- be responsible for and put away playground equipment.
- line up promptly when recess is over.

Church/Chapel behavior

The child will:

- show reverence during worship and participate in the service through appropriate singing, praying and quiet sitting.

- show respect and care for the sanctuary throughout the week, especially when the room is not being used for a worship service.
- show respect for others using the sanctuary; such as church gatherings and funerals.

Lunch behavior

The child will:

- use proper table manners.
- clean the table and properly dispose of garbage.
- be permitted to talk quietly.
- remain at the table until the supervising adults have granted dismissal.

Bullying

- St. Paul does not allow any form of bullying, including electronic bullying, or bullying via social media. All instances of bullying will be brought to the attention of the Principal to be dealt with appropriately.

SCHOOL DISCIPLINE POLICY (continued)

Classroom rules

Each teacher will implement classroom rules and positive reinforcements or consequence for appropriate or inappropriate classroom behavior. When correcting a child for misbehavior, teachers and other adults extend forgiveness and love following the example of our Lord Jesus Christ.

In case a teacher is unable to obtain good conduct from a child, the parent will be notified by note, phone or in person in a timely manner.

If the problem persists, we may request a conference between parent, child and Principal to resolve the problem.

Suspension

The Administration has the ultimate authority in cases of discipline, and it shall be the Principal's duty and responsibility to suspend students from school for reasons deemed justifiable.

The Administration may reinstate a suspended student.

Expulsion

Expulsion is the final step in all irresolvable disciplinary cases and is not open to further consideration. A review of the expulsion case will occur before the expulsion takes effect. The review will involve the parents, student, teacher, Principal and the School Ministry Team.

Social Media Policy

Social Media – Facebook, social networking sites, blogs and other websites. St. Paul encourages families and staff to share their children's St. Paul experiences on social media with family and friends. We encourage you to use discretion in sharing information or photos of children not in your family. Information of a sensitive or concerning nature may be brought to the attention of the other party and staff, or Principal, if necessary, but is not appropriate to a public forum, such as social media.

Inclement Weather Policy

In case of inclement weather, St. Paul Lutheran School will follow the same closure or delay plan of Roseburg Public Schools. Radio stations, televisions and the Roseburg Public Schools website are sources of information about school delays or closures.

School Closure:

If Roseburg Public Schools are closed, our entire school and Child Care program will be closed.

Two Hour School Delay:

If Roseburg Public Schools are on a two hour delay, there will be no morning Preschool, Pre-Kindergarten or ½ day Kindergarten.

There will be no before school child care. Child care will be available beginning at 11:30am.

Full Day Kindergarten and grades 1-6, will begin at 10:30am, two hours later than their normal starting time.