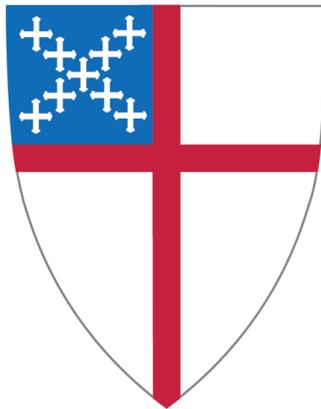


**St. Luke's Episcopal Day School  
Student/Parent Handbook**



**2021-2022**

## **ST. LUKE'S EPISCOPAL DAY SCHOOL**

### **MISSION STATEMENT**

The mission of St. Luke's Episcopal Day School is to provide excellence in education in a safe, nurturing Christian environment and to inspire the development of the whole student.

### **THE EPISCOPAL CHURCH**

The Episcopal Church is part of the worldwide Anglican Communion with over 78 million baptized members. Episcopal is from a Greek word meaning *bishops*, after those who have governed our Church in an unbroken succession from the Apostles.

### **THE EPISCOPAL SCHOOLS**

Episcopal Schools practice the faith and worship of the Episcopal Church. More than 1,200 Episcopal schools populate the world in the form of childcare centers, day schools, and boarding schools, enrolling nearly 155,000 students. More than 75 percent of the students who attend Episcopal schools are not Episcopalians.

### **HISTORY AND PHILOSOPHY**

St. Luke's Episcopal School was established in September 1957 by The Rev. Charles Wayne Buchanan. It is a ministry and outreach mission of St. Luke's Episcopal Church. Regular corporate worship follows the Book of Common Prayer.

The purpose of St. Luke's Episcopal School is to offer a thorough developmental and academic program that guides the child in spiritual, intellectual, social, and physical development in a Christian environment. St. Luke's School provides a superior education for the whole child - recognizing that each child has different gifts, talents, and abilities. Each child is nurtured to allow appropriate growth and development for a foundation of academic skills, spiritual awareness, and self-esteem. St. Luke's School seeks to incorporate traditional Episcopal school policies and practices to assure the dignity and equal worth of every member of the student body and staff.

## **FORWARD**

This handbook is designed for parents and students to review together and should explain many aspects of our school policies and procedures. We appreciate you taking time to review and understand our school's policies.

## **ST. LUKE'S SCHOOL PRAYER**

Dear God, we give you this day:  
All of our work and all of our play,  
All that we do and all that we say.  
And help us always to walk in your way. Amen

## **CORE VALUES**

**Achievement**

**Reverence**

**Self-Esteem**

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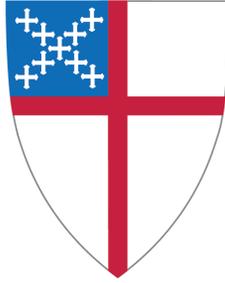
**Street address:** 228 Spring St., Hot Springs, AR 71901

**Phone:** 501-623-1653

**Fax:** 501-623-6164

**Web:** [www.stlukesschoolhs.org](http://www.stlukesschoolhs.org)

**Tax ID #:** 71-027210



Dear SLEDS Families,

The Episcopal Church has a long and rich history of excellence in education for the whole child. We believe that the development of proficiency in academics goes hand in hand with the development of spiritual and moral character. Each enhances the other in equipping children to become high achieving men and women who have a positive impact on the communities in which they live and work.

I am proud to be the rector of a church that is part of this tradition, providing a unique Episcopal educational experience during the earliest formative years of your child's formal education. I consider it a blessing for all of us that you are able to partner with Betsy and her team of gifted educators to nurture in your student the skills and habits that will serve them well throughout their academic careers and beyond.

All that is to say, welcome to St. Luke's! I look forward to seeing you and your students and being a part of their development this year.

Peace & Blessings,

Father Robert Odom

### **ST. LUKE'S VESTRY**

Pete Blakeslee, Sr. Warden

Margaret White

Edward Warren

Stuart Lay, Treasurer

Russ Cowen

Carla Mouton

Adam Jarrett

Susan Millerd

Pam Rice

Sally Carder

## St. Luke's Episcopal School Calendar of Events 2021-2022

August 9-13, 2021	Staff Development
Thursday, August 12	Open House from 3 p.m. to 6 p.m.
Monday, August 16	First Day of School
Monday, September 6	<b>Labor Day Holiday - No School</b>
Friday, October 29	Halloween Parade -9:00a.m.
Thursday, November 11	Veteran's Day Ceremony - 9:00a.m.
Monday, November 22	Thanksgiving Feast – 18m-3yr @ 11 a.m. Pre K-K @ Noon
Tues.-Fri, November 23-26	<b>Thanksgiving Holiday - No School</b>
Wednesday, December 15	Christmas Chapel - 10:00a.m.
Friday, December 17	Last day of school before Christmas – <b>No Aftercare</b>
December 20-December 31	<b>Christmas Holiday-No School</b>
Monday, January 3	Teachers and Students Return
Monday, January 17	<b>Martin Luther King, Jr. Holiday - No School</b>
March 21-25	<b>Spring Break - No School</b>
Friday, April 15	<b>Good Friday - No School</b>
Wednesday, May 18	Closing Chapel - 10:00am
Friday, May 20	Last day of school- <b>No Aftercare</b>
Tuesday, May 26 – July 29	Summer Enrichment

## CHURCH AND SCHOOL STAFF

Rector	Rev. Robert Odom
School Director	Betsy Atkins
Parish Administrator	Joanne Mitchell
Outreach Coordinator	Kathy Randel
Financial Secretary & Registrar	Dee Vinson
Toddler Teachers	Loren Manning Patricia Montgomery Tanya Montgomery
Pre-Kindergarten	Karen Etter
Kindergartn	Heather LeBoeuf
Spanish/Physical Education	Elizabeth “Senora” Roberts
Music Director	Lynn Payette
Food Service Director	April Ford
Teacher Aides	Maxine Dickerson Crystal Steward
Good Shepherd	Jacky Blakeslee

**Note:** All information included in this handbook can be found on our website at [www.stlukesschoolhs.org](http://www.stlukesschoolhs.org). We encourage you to visit this page often as there is a wealth of information there for you. You can find information regarding teachers, student activities, pictures, newsletters, menus, emergency information and tons of other helpful items.

## **SCHOOL POLICIES**

The St. Luke's Vestry and the School Board of Directors jointly guide and direct the policies and activities of the school. The staff is under the overall supervision of the Rector. Full cooperation exists with public authorities relative to school attendance, health examinations and other matters that concern the welfare of school and community.

### **APPLICATION AND ADMISSION PROCEDURES**

Student achievement is directly related to consistent school attendance. Your child may not be promoted for excessive absences (K). Parents need to be aware that if your child is absent, St. Luke's does not prorate tuition for missed days. Family vacations and other activities should be avoided during the school year.

St. Luke's welcomes children of all faiths. Children must be enrolled for the entire school year. An official application must be completed and returned, references checked, before a child can be assured of being placed on the list for enrollment. St. Luke's reserves the right to accept or deny admission.

#### **MINIMUM AGE REQUIREMENTS:**

Toddler (18 month-2.5 year old)	Ratio: 8 to 1
Toddler (2.5-3 year old)	Ratio 12:1

3 year old class

3 before September 1st and **INDEPENDENT WITH BATHROOM NEEDS  
(NO PULL-UPS OR ANY ITEMS BROUGHT FROM HOME TO ASSIST)**

Pre-Kindergarten (4 year old)  
4 before September 1st

Kindergarten  
5 before September 1st

**Note:** If your child is born after the cutoff date you may still apply for admission. We will consider all applicants on a case by case basis.

## **Student Withdrawal:**

The penalty for withdrawal any time prior to the first day of school equals one month's tuition forfeited. The penalty for withdrawal anytime thereafter equals two month's tuition forfeited. For a student who is withdrawn during the school year, tuition is calculated for the portion of the time attended, plus a penalty equal to two month's tuition. Compliance records on file for review. Special circumstances will be taken into account. The school will have final decision.

## **REQUIRED DOCUMENTATION FOR ADMISSION**

### **BIRTH CERTIFICATE**

Birth certificates are required of all students entering kindergarten.

**This certificate must be presented on the first day of school or the child will not be admitted until the certificate is presented.**

Social Security Number - Optional

MEDICAL INSURANCE: Show proof of medical insurance. We will provide an application for AR Kids First if the child (children) is without medical insurance.

### **VACCINATIONS**

Act 633 passed by the 1973 Legislature, amended Act 244 of 1967, requires that all children are to be immunized from Poliomyelitis, Diphtheria, Tetanus, Pertussis, Red (Rubryola) Measles, German (Rubella) Measles, Hepatitis B, and Chicken Pox before entering public or private schools of this state. No child shall be admitted to a public or private school of this state that has not been immunized as evidenced by a certificate of a licensed physician or a public health department acknowledging the same. If for some reason a parent does not wish for their child to receive this series of Hepatitis immunizations, they must obtain a waiver from the Garland County Health Department, stating the reasons for not complying with this regulation. If a child has had chicken pox, a letter from the parent will satisfy this requirement. **This certification is due by the 15<sup>th</sup> day of school.**

## FREE AND REDUCED LUNCH APPLICATION

**All parents are required to fill out the application for free or reduced priced lunches even if you do not qualify.** We are required to have this on record. Even though we are providing lunch as a part of our tuition, we do receive reimbursement for some of our lunch because we participate in the National School Lunch Program. There are forms and qualifying charts available from the Cafeteria Director for those who are interested in helping in this manner.

- In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
- To file a complaint of discrimination, write USDA, Director, Office of Adjudication and Compliance, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY), USDA is an equal opportunity provider and employer.

## STUDENT DROP OFF POLICY

### HOURS OF OPERATION/INSTRUCTION

Early drop off

(Extended care charge of \$2.50 and must register) 7 a.m. to 7:30 a.m.

Drop off for all students 7:30 a.m. to 8 a.m.

Curriculum time for all students 8:00 a.m. to 3:00 p.m.

Breakfast Period 7:30 a.m. to 8:30 a.m.

Lunch Period 11 a.m. to 12:15 a.m.

Extended Care 3:16 p.m. to 5:30 p.m.

Extended Care is charged at \$5.00 per hour. The 1st hour charge begins at 3:16

**After 5:30 the rate goes to 20.00 per hour.**

After hour rates are as follows:

3:16-3:30 - \$1.75

3:31-4:00 - \$2.50

4:01-4:30 - \$2.50

4:31-5:00 - \$2.50

5:01-5:30 - \$2.50

**Kindergarten students are considered tardy if they arrive after 8:10am.**

**Preschool children do not have a tardy rule; however, we ask that you bring your child to school no later than 9:00am.** If you arrive after 8:30 a.m., please come to red church doors for entry as to not interrupt curriculum teaching. If you have a special need, a doctor's appointment or such, please call and make arrangements with the Teacher/Director. Please call if not attending, so that we may staff appropriately.

### **SCHOOL CLOSING – INCLEMENT WEATHER OR EXCEPTIONAL CIRCUMSTANCES**

In the event of inclement weather, we ask that you call the school after 6:00 am as we will determine the closing status on several criteria that take time to establish.

We will make every attempt to notify all parents via email, phone, or the Remind 101 System as soon as possible.

\*Please note if school is out for a period of time kindergarten students will be on AMI days. This must be completed and will be taught online.

### **STUDENT PICK-UP POLICY**

Anyone picking up a child must be designated in our records and over the age of 18.

Parents and/or guardians of students will complete and sign a Permission Pick-Up Form which will indicate those specific persons with authority to pick up their child from school. **Changes or additions to this list must be made by the parent (in person) on the office file card or by sending written authorization to the School Registrar.** We must have a note from the parent/guardian if a student is to go home after school with someone other than individuals listed on the Permission Pick up Form.

### **PARENTAL ACCESS TO CHILDREN**

Parents are assured complete access to their children while they are in our facility. But please remember, the more our teachers are interrupted the less time they will have to spend with your child. If you wish to discuss your child at length with the teacher please make arrangements to meet with them at a convenient time for both of you.

## COMMUNICATIONS BETWEEN PARENT AND SCHOOL

All communication between parents and the school will be conducted in one of three ways: 1) School phone (623-1653), 2) School email, or 3) by the REMIND 101 System.

Teachers have been instructed not to use their personal phones or text messaging and encouraged to use these three methods of communication during the day or email in the evening. Teachers will send their school email address and phone extensions in their welcome emails each year.

Calls regarding accounts should be directed to the Financial Secretary 623-1653 (ext. 14). Calls in regards to other school business should be directed to the Director 623-1653 (ext. 25). Calls to Aftercare should be made to 623-1653 (ext. 19).

## CURRICULUM

### TODDLER

#### 18 month – 2.5 year old children

Our toddler program is designed for students who are at least 18 months or older. This is not the same kind of program as an 18-36 month old toddler program in a child care facility. In our program the student's daily activities are planned according to the Arkansas State guidelines for Pre Kindergarten Educational Standards. We use the Adventures in Learning curriculum and other teacher created material.

TODDLER – 2.5-3 year old – same as above, but with more strands from the Adventures in Learning curriculum.

PRE-KINDERGARTEN - Smart boards will be used with the 4 year olds.

(3 and 4 year old children)

The pre-kindergarten and junior kindergarten programs concentrate on developing early childhood skills and allow each child the opportunity to acquire important readiness skills at his/her own rate. The curriculum focuses on the development of perceptual skills, auditory and verbal communication skills, as well as pre-reading and pre-math skills.

Pre-K Early Literacy Learning in Arkansas (Pre-K ELLA) is the foundation of our Pre-K curriculum. The Pre-K ELLA program implements developmentally appropriate experiences that promote emergent literacy skills for children prior to their entry into kindergarten. Pre-K ELLA is based on the Arkansas Early Childhood Education Framework. Much of the teacher's curriculum for this program can be found in the Adventures in Learning curricular program. The program for Pre-K differs from that of the three year old program in that there is more emphasis on the Kindergarten Readiness Standards that are provided by the Arkansas State Department of Education.

The curriculum is supplemented by teacher-made activities and projects that enhance the planned curriculum and offer enrichment and/or remediation as needed. A calendar and a basic outline of skills to be covered will be sent home monthly.

KINDERGARTEN CLASS - Smart boards will be used with this class.

St. Luke's has developed a child-centered learning program that strives to meet the basic needs of each child. A specific scope and sequence of learning leads the student from one level to the next. A literature-based reading and language program allows the children to learn basic skills while they discover a joy of reading, the power of writing, and the roles that listening and

speaking play in their lives. This language program links together the disciplines of spelling, phonics, grammar, creative writing, poetry, and reading to form an integrated experience of effective learning. We do incorporate common core elements.

Basic number concepts are developed through a sequentially planned math program that concentrates on a "hands-on" approach as the students manipulate objects to understand the number concepts. A combination of learning experiences is used to help students achieve to the best of their abilities.

Science and social studies are approached informally through units of study, sharing of books, class discussions and current events. A weekly outline of what will be covered during that period will be sent home with the kindergarten.

### TEXTS

Textbooks are chosen by teachers and the Director. All books are chosen from the approved list from the Arkansas Department of Education.

### RELIGIOUS EDUCATION

Helping each child discover that God loves each and every one is the foundation of our religious education. We nurture our children's faith development through weekly Chapel Services and instruction for each individual class in the highly respected Catechesis of the Good Shepherd program. The Episcopal Church is a very inclusive faith community. We welcome all to our services, and endeavor to help all our students to become caring, concerned and compassionate persons.

### MUSIC

Our music education is designed to introduce children to the joys of the world of music; an activity that has proven to be a key component in the education of the whole child. Through learning the language and basic building blocks of musical notation and expression, we will also discover our singing voices and experience the satisfaction that comes from working together as an ensemble (team) and setting and achieving short and long-term goals (practice and performance). *Music education opens doors that help children pass from school into the world around them...the future of our nation depends on providing our children with a complete education that includes music. - Gerald Ford, former US President.*

## TAE-KWON-DO AND PHYSICAL EDUCATION

A Tae-Kwon-Do class is provided weekly (Black Belt Academy) for four year olds/K grade children. A general physical education program is also provided which meets and exceeds state requirements.

### **ASSESSMENT**

#### PRESCHOOL (18 months-4 year olds)

All preschool children will have a Benchmark assessment report kept of them throughout the year. In addition to this each teacher will keep an authentic assessment portfolio of work samples throughout the year for you to receive at the end of the year for review purposes.

#### PRE-KINDERGARTEN PROGRESS REPORTS

(3 and 4 Year Old Children)

Two parent-teacher conferences are scheduled each year for the parents of the four year old children. If a child is having a problem prior to the scheduled conference, the teacher will contact the parents at that time. Reports will be given using the Developmental Rating Scale for Preschool Students.

#### KINDERGARTEN PROGRESS REPORTS

Report cards will be issued on a nine-week schedule. Informal progress reports will be sent home intermittently during this 9-week period. If necessary, weekly and daily progress reports will be kept and discussed at parent-teacher conferences. The Kindergarten teacher will schedule two regular conferences with the parents to discuss their child's progress. An additional conference may be necessary as determined by the teacher or the parent.

**Teachers are not available for individual conferences during hours of instruction, including any time they are on playground duty.**

Standardized achievement tests will be administered to children in Kindergarten classes at the end of each school year. Currently, the Stanford 10 Achievement Test is used to help teachers assess the strengths and weaknesses of themselves as well as their students, and help certify children as they prepare to enter other schools. \*St. Luke's is currently researching other Kindergarten programs to determine whether we will continue the Stanford testing as many have discontinued testing at the Kindergarten grade level.

## **FOOD SERVICE**

The School is a part of the National School Lunch Program. A well-balanced hot lunch and breakfast will be provided for all day school students. There will be no morning snack. If your child comes after breakfast is served we can give them part of their breakfast for a snack if they show a need for something to eat. A lunch count is taken daily and turned in to the food supervisor by 9:30 a.m.

Classroom teachers or the school office must be notified by that time if a child is to eat lunch that day. St. Luke's offers second chance breakfast.

Children may bring a sack lunch as desired. So that an accurate lunch count can be taken, parents of preschool students are asked to check the appropriate lunch category when they sign-in their child each morning. Students in K are required to inform their teacher of their lunch status daily.

Each month, a lunch menu will be sent home with each student. Children will be allowed to bring a healthy food supplement to add to their lunch. It is suggested that the supplement be a healthy addition to the menu such as a sandwich, fruit, raw vegetables, etc. All supplements must be clearly marked with the child's name and may to be stored in the kitchen where refrigeration is available if necessary. **The food supervisor will not be responsible for warming food brought from home.**

All families will need to give St. Luke's permission to serve the children a CACFP approved lunch. Forms will be provided to you. Additionally, anyone who is eligible for free and reduced lunches will need to fill out the proper forms.

## **LUNCH POLICY PERTAINING TO PARENTS**

Parents may have lunch with their child by making a reservation in the morning with the child's teacher. The cost is \$6.00 and must be noted on the sign-in sheet as an extra lunch.

## **FOOD ALLERGIES**

There is some food that is not used in our kitchen but it is not restricted from our school. When a child brings a peanut butter sandwich or someone brings a birthday cake with eggs in it we take the utmost care in how it is handled in the cafeteria. Our teachers are trained in how to handle this situation as long as we have been properly notified by the parents of their medically identified allergic conditions. A doctor's note is required from the parent. St. Luke's Cafeteria serves 1% milk to all students everyday unless notified by the parent. Parents are responsible to furnish their child's food if they require a special diet.

## TUITION PAYMENT OPTIONS

The following are the options by which you can pay your tuition at St. Luke's. You will be asked to pick one of these options when you register your child. Generally speaking this arrangement starts with your September payment. Once your fees and August tuition payment are paid, all your ensuing tuition payments will need to pay by the method you choose. Tuition is the main source of income for the school and in order for the school to pay its operating expenses, we must receive tuition on a timely basis. All accounts must be paid in full from the previous year in order to register for the upcoming year. **Tuition is due by the first of each month. If tuition is not received by the 7th of each month, a 10% late fee will be added.** If your account is 2 payments past due during the year, your child may be suspended until the account is paid in full. These changes are necessary for the financial health of the school.

\_\_\_\_\_ Option 1: Pay by bank draft allowing the school to draft from your bank the tuition amount due each month. This amount will be drawn out of the account you provide to us on the first business day of the month.

\_\_\_\_\_ Option 2: Set up an auto pay arrangement with your bank to send us a payment for your tuition every month. Your auto pay tuition will be due on the first business day of every month.

\_\_\_\_\_ Option 3: Pre Pay full year 5% discount or 1/2 a year 2% discount.

\_\_\_\_\_ Option 4: Returning students: Continue payments options from previous school year.

Any aftercare charges that you may incur will be billed separately from your monthly tuition. Same guidelines as tuition applies. Everyone will still receive a statement to show what you have paid for tuition and aftercare. We will send your statement and invoice by email.

If you have any questions about tuition or any other financial matter you are asked to direct your question to Dee Vinson in the financial office (ext#14) or Betsy Atkins, Director (ext#25). We at St. Luke's strive to make our school accessible to everyone who wishes to attend. If at any time you have a need to discuss your financial arrangements, please do not hesitate to call.

## **PARENT RESPONSIBILITIES**

Please be prompt in dropping off your child. Interruptions are hard for our teachers.

Please read all notices sent home or mailed. Some may require a response and signature. In most cases, notices will be sent home in the communication notebooks or placed in the personal file folders on the classroom door.

Please notify the Registrar/Financial Secretary (ext. 14) immediately of any change of address, phone number or emergency contact.

Do not allow your child to bring large sums of money, tuition payments, or valuable articles to school. The school cannot be responsible for loss or damage. When sending money or a check to school, please seal it in an envelope marked with your amount child's full name and teacher.

Toys should not be brought to school. Comfort items for naptime may be allowed with teacher approval.

Mark all outer clothing, backpacks and lunch boxes with your child's name.

To avoid hurt feelings, the distribution of private party invitations at school is only allowed if all children in the classroom receive an invitation. Please discuss plans for school birthday celebrations with your child's teacher. Please be considerate of any food allergies that other students may have. We request that flowers, balloons, or gifts not be sent to the room **unless there is enough for every child.**

Provide a special area of study and a regular study time frame for your child to do his or her homework. If he or she experiences particular difficulty with an assignment, please inform the teacher. This will encourage academic independence on the part of the child or others and will alert the teacher as to any difficulty your child or others may be experiencing.

During the year please let your child's teacher know about any changes in your routine home environment. This information can guide us in helping your child deal with situations such as: illness of a parent, sibling, or grandparent, death of a family member, divorce or separation, new sibling, lengthy absence of a parent, death of a pet, etc. This information is privileged and will be regarded as confidential. The custodial parent must provide the school a certified copy of any court order restricting the rights of the non-custodial parent.

## **PARENT GUILD**

In order to ensure an optimal level of family involvement in each child's education, St. Luke's Episcopal School has a Parent's Guild. This PTO type group meets to discuss and help in extracurricular activities of the school. While we don't require that you participate in this group, **it is highly recommended that you participate and be a part of it.**

## **DRESS CODE**

The student's uniform consists of a St. Luke's long or short sleeve T-shirt, a St. Luke's sweatshirt, or a St. Luke's hoodie. We do not have/require a uniform pants or skirt. This uniform is required (at least 4-days - Wednesday always) for our pre- kindergarten and kindergarten only. We recommend that our other students wear the same uniform each day but it is not required.

In addition, it is suggested that all children must wear closed toe shoes to school. Sneakers are best for days your child is scheduled for physical education class. Children need to wear clothing suitable for outdoor activities and age appropriate.

## **SAFETY POLICIES AND DRILLS**

Regularly scheduled monthly drills are held so that students are aware of what they are expected to do in the event of fire, tornado, intruder alert, or other catastrophic events. Video surveillance cameras and automatic locking doors are part of St. Luke's commitment to safety. St. Luke's Childcare Emergency Plan can be viewed in the Director's office. If the entire area has to be evacuated due to a hazard announced by emergency personnel (law enforcement, fire department, emergency service personnel, National Guard) staff and children will be moved to Professional Blackbelt Academy - 263 Cornerstone Blvd.

## **BACKPACK SEARCHES**

As directed by the Arkansas Department Human Services Minimum Licensing Requirements for Child Care Centers, Section 1200, SAFETY #4, all bags and backpacks may be checked on arrival at the facility to eliminate possible hazards.

## **HEALTH RELATED ISSUES**

### **ILLNESS**

At a minimum, St. Luke's will follow both the DHS licensing standards and the Public Health Department Guidelines. In special cases we may have to take extra precautions to protect the safety of all of the children. You will be informed of any serious outbreak of infectious disease or illness as soon as possible. Otherwise, we will follow the guidelines outlined as follows:

When children have been ill, they may return to school after they have been **free of fever for 24 hours, or on the recommendation of their doctor.** Children returning to school with prescription medication may be given such medication only with a signed note from a parent or guardian stating the time and dosage that the medication is to be given. Instructions for storage must be included as well.

**Only medication prescribed by a doctor will be given.**

In the case of communicable diseases, children will be sent home and a notification form will be sent to all day school parents notifying them of this disease. For cases such as head lice, conjunctivitis, impetigo, scabies, or other unidentified rashes, children must remain at home for at least 24 hours before returning to school. A release from a physician stating that a child is free of disease and not contagious will be required in chronic cases of communicable diseases.

### **ACCIDENT REPORTS**

If an accident that injures a child occurs during school hours, the school will try to contact a parent or guardian by phone. For accidents other than the usual cuts and scrapes, the school is required to make a report concerning the nature of the injury, first-aid treatment administered and by whom, the time of call to the parents, the response of the parents and other information pertinent to the accident. A copy of such accident reports will be kept in the student's file.

### **OUTDOOR PLAY**

All children are expected to participate in outdoor activities. A child too ill to play outside should be kept at home. Exceptions will be made only when a child has a valid **written excuse** from home. Any other physical handicaps will be accommodated by prior agreement with the teacher, parent, and Director.

## **SUSPECTED CHILD ABUSE**

By law, teachers are required to report suspected instances of suspected child abuse and/or negligence. If a child comes to school with unusual or suspicious bruises, cuts and scrapes, we will ask questions of parents or guardians. When necessary, contact with the Child Abuse Agency deemed will be made.

As outlined in the Arkansas DHS Licensing Requirements (Section 200, ORGANIZATIONS AND ADMINISTRATION #3k), in the event a child maltreatment complaint is filed against a day school employee, all children, parents, and staff are subject to be interviewed by Child Care Licensing officials and/or law enforcement officials for investigative purposes and/or for determining compliance with licensing requirements.

There may be a group interview of children or interviews one-on-one with children involved in the facility. In such a case, all parents would be notified immediately of any complaint filed, and if a child is interviewed by a licensing official or law enforcement officer, the child's parents will be notified as soon as possible.(Child interviews do not require parental notice or consent.)

## **SHAKEN BABY SYNDROME**

When a child less than one year old is shaken, it can damage the child's brain, causing blindness, brain damage, paralysis or even death. This is because babies have large heads and very weak neck muscles. When a baby is shaken the brain moves inside the skull, and this motion can cause the brain to tear, swell and bleed. Older children can also be injured. No child of any age should ever be shaken. 25-30% will die as a result of their injuries. It is a form of child abuse.

Some symptoms are: irritability, vomiting, sluggishness, difficulty breathing, not smiling or making sounds, seizures, not sucking or swallowing, eyes are not focusing or tracking movement, or pupils are unequal size. Help prevent SBS by telling others about the dangers of shaking children. Talk to your daycare providers, babysitter, and family members, and anyone else who will be caring for your child.

Never lose control and shake your crying baby. If your baby is crying check to see if the baby is hungry or wet. Gently rock or walk with the baby; Take the baby for a ride in the car or stroller; Place the baby in a safe place, like the crib and leave the room for a few minutes. Call a friend, neighbor, or relative to help. Sing or talk to the baby. Gently rub the baby's back. Offer the baby a noisy toy. Think about how much you love your baby and how much he or she depends on you.

## **NON DISCRIMINATION**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, and 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **FIELD TRIP POLICIES AND PROCEDURES**

Field trips are a valuable educational resource when planned as part of a balanced instructional program. Field trips must follow appropriate procedures and guidelines for the safety and well-being of all students and adults involved. Field trips are planned by the teacher to meet stated curriculum objectives and a proposal is submitted to the Day School Director for approval at least two weeks prior to the event.

Each student, employee, driver and chaperone must be appropriately buckled into a seat belt. "Double-buckling" is not allowed. Any child who is less than six (6) years old and weighs less than sixty (60) pounds shall be transported in a child passenger safety seat.

No student may ride in the front seat of a car with passenger-side air bags.

Drivers must adhere to the speed limits at all times.

A brief meeting of drivers and adult chaperones should be held just prior to departure on a field trip to review itinerary, rules and answer questions.

From departure until returning to school, drivers and chaperones should remain with the students they transported and be responsible for helping teachers maintain order to ensure safety for all students.

The following additional rules apply to all field trips taken outside Garland County.

An adult chaperone, in addition to the driver, must ride in every vehicle and be responsible for maintaining an orderly atmosphere in the vehicle.

A mobile phone number must be left with the Registrar to use in case of emergency.

All vehicles must caravan both directions for the safety of all involved. A list of drivers and names of children will be left with the Registrar.

### **BEHAVIORAL EXPECTATIONS**

St. Luke's School students are expected to conduct themselves as young ladies and gentlemen at all times on school grounds and at school sponsored events. The behavior of students should reflect standards of good citizenship and respect for authority, and the rights of others.

Teachers maintain an open and positive attitude toward proper conduct and work to develop each child's feelings of self-worth by establishing acceptable boundaries of behavior. Consistency and continuity of standards are a crucial part of this goal. If an infraction occurs, the following discipline will be followed:

#### **DISCIPLINE POLICY**

The School has the following discipline policy along with the guidelines set forth in the DHS policies and procedures handbook:

- Child has "time out" (sits away from group). Length of time a child is placed in "time out" shall not exceed 1 minute per year of child's age.
- Child and teacher meet with the School Director.
- Child has a conference with the teacher, School Director, and parents. (Possible suspension for 1-5 days.)
- If the behavior of the child does not improve the withdrawal of the child from St. Luke's may be required.
- Corporal punishment will not be allowed, and all discipline will be administered with tender, loving care.

## **ZERO TOLERANCE POLICY: BULLYING: THREATS AND PHYSICAL ENCOUNTERS**

Unacceptable behavior by a child in relation to the rights and safety of other person(s) (child and /or adult) can result in immediate expulsion.

Bullying – Respect for dignity of others is a cornerstone of civil society. Bullying will not be tolerated.

## **FOUL LANGUAGE**

Will be treated the same as other forms of inappropriate behavior.

## **NO WEAPONS**

No guns, pocket knives or any item deemed a weapon are allowed at St. Luke's. Possession results in immediate suspension or expulsion.

## 2021/2022 TUITION & FEE SCHEDULE

Ages	Monthly Tuition	Supply Fee (yearly)	Book Fee	Registration Fee	Maintenance Fee (yearly)	Yearly Tuition (fees not included)	Yearly Tuition w/5% discount (fees & key not included)
18mo-2.5 yr/2 day	\$278	\$150	0	\$150	\$100	\$2,644.00	\$2,511.80
18mo-2.5 yr/3 day	\$380	\$175	0	\$150	\$100	\$3,610.00	\$3,429.50
18mo-2.5 yr/4 day	\$414	\$200	0	\$150	\$100	\$3,935.00	\$3,738.25
18mo-2.5 yr/5 day	\$482	\$200	0	\$150	\$100	\$4,580.00	\$4,351.00
2.5-3 yr/2 day	\$278	\$150	0	\$150	\$100	\$2,644.00	\$2,511.80
2.5-3 yr/3 day	\$380	\$175	0	\$150	\$100	\$3,610.00	\$3,429.50
2.5-3 yr/4 day	\$414	\$200	0	\$150	\$100	\$3,935.00	\$3,738.25
2.5-3 yr/5 day	\$482	\$200	0	\$150	\$100	\$4,580.00	\$4,351.00
3 yr/2 day	\$278	\$150	0	\$150	\$100	\$2,644.00	\$2,511.80
3 yr/3 day	\$380	\$175	0	\$150	\$100	\$3,610.00	\$3,429.50
3 yr/4 day	\$414	\$200	0	\$150	\$100	\$3,935.00	\$3,738.25
3 yr/5 day	\$482	\$200	0	\$150	\$100	\$4,580.00	\$4,351.00
4 yr/3 day	\$380	\$175	0	\$150	\$100	\$3,610.00	\$3,429.50
4 yr/4 day	\$414	\$200	0	\$150	\$100	\$3,935.00	\$3,738.25
4 yr/5 day	\$482	\$200	0	\$150	\$100	\$4,580.00	\$4,351.00
Kindergarten	\$470	\$150	\$100	\$150	\$100	\$4,468.00	\$4,244.60

### Activities included with tuition:

Spanish	Computer	PE	Music	Tae-Kwon-Do	Good Shepherd	Art
18mo-K	3yr-K	18mo-K	K	4 yr-K	3 yr-K	Pre K-K

### Discounts:

- \* Multiple children: 10% off 2nd child's tuition
- \* Prepay full year tuition: 5%
- \* Bring own lunch: 2%
- \* Parishioner: 5%

### To complete, we need the following:

- \*Social security number
- \*Copy of child's birth certificate
- \*Copy of child's vaccination record
- \*Copy of medical insurance

**Aftercare is \$5.00/hr and is from 3:00-5:30 with charges beginning at 3:16. If your child is here after 5:30, it becomes \$20.00 per hour**

Aftercare charges are as follows:					
3:16-3:30 - \$1.75					
3:31-4:00 - \$2.50					
4:01-4:30 - \$2.50					
4:31-5:00 - \$2.50					
5:01-5:30 - \$2.50					

**\* Monthly tuition is a leveled payment based on total tuition divided by 9.5 months. 178 days x daily rate divided by 9.5 (August tuition is prorated)**

2 day Classes-72					
3 day Classes-106					

**\*The Director/Rector has the authority to use their discretion in whatever circumstances not precisely covered in the handbook. The Director/Rector has the right to amend the handbook anytime.**

**PLEASE TEAR OUT THIS PAGE AND RETURN TO THE SCHOOL**

*It is a legal requirement of the Department of Health and Human Services that you sign to show that you have received and read the handbook.*

**All parents and guardians must sign and return this page.**

**For Pre K parents only:**

I have received the list of Kindergarten Readiness Standards.

\_\_\_\_\_

(Parent or guardian signature)

**For all parents:**

I have read the student handbook and I am aware of the rules (new/old) and regulations stated within, including the discipline and child abuse sections, tuition payments, Shaken Baby Syndrome, and agree with what my student and I are required to do as a parent and student at St Luke's Episcopal School.

You agree, in order for us to service your account or to collect any amounts you may owe us, we may call you at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also communicate with you by sending text messages or e-mails to your wireless number or e-mail address. Methods of contact may include using a prerecorded/artificial voice and/or the use of an automated dialing device. These authorizations shall remain in effect until individually withdrawn by you in writing to our facility and/or any others to which authorization has been extended. I have read this disclosure and agree that St. Luke's Episcopal Day School may contact me as described above.

Student \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_