

St. Paul Christian School
Two's Learning Center,
Preschool and
Kindergarten/ 1st Grade
Parent's Handbook
2020-2021



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A Letter From Pastor Stace Rollefson

To Our Parents,

Thank you for choosing our Christian School and Welcome!

Your child is an important addition to our school. Thank you for choosing us. I am looking forward to all the activities a new school year brings and hope that the Love of Jesus will bless the lives of our students, staff and you. I know that Miss Barbara and her staff are ready to begin this academic year. I am so thankful for them.

While I do get a chance to see the children of our school a little bit, my joy each week is to lead them in a Chapel service held on Wednesdays at 9:30 am. Please join us when you can. We sing songs and learn about the love God has for us that forgives us for our failures and empowers us to live in peace and love.

Should you have questions about our services, Bible studies or anything else, please feel free to call me at 530-209-0066 or drop by the church office. We are online at www.stpaulplano.org

Thank you again for entrusting your child to our care. May the Lord bless your relationship with us.

Peace and joy in Jesus,

Pastor Stace D. Rollefson, John 3:16,17

A Letter From Our Director, Mrs. Barbara Shakal

Dear Parents:

Welcome to St. Paul Christian School +Program. I am delighted that you have chosen St. Paul for your child's early learning experience. Our Program is a ministry established for the work of Jesus Christ and fueled by our desire to nurture and teach children.

To create the best possible spiritual and educational environment for young children, we need the cooperation of students and parents. For us to flourish, children must truly enjoy being here and earnestly participate. Parents play a vital support role. It is essential that the training we provide harmonize with lessons taught at home and in church.

We have prepared this handbook so you will become familiar with our programs, goals and procedures. Please read the handbook carefully and keep it for future reference.

St. Paul is a place of love. It is also a place of learning. I hope it becomes a second home to your child. If you have any questions or suggestions, please call me at 972-491-5443.

Under His wing, in His grace,
Barbara Shakal
Director

OUR PARTNERSHIP

Our Two's Learning Center/Preschool/Kindergarten/First Grade believes that parents are the primary educators of their children and we partner with parents in providing a Christian education for their children.

*I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind,
And they fashioned it with care.
One was a teacher; the tools she used
Were books and music and art;
One a parent with a guiding hand,
And gentle, loving heart.
Day after day, the teacher toiled,
With touch that was deft and sure.
While the parent labored by her side,
And polished and smoothed it o'er.
And when at last the task was done,
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed she would have failed
If she had worked alone.
For behind the parent stood the school,
And behind the teacher stood the home.
Author Unknown*

OUR CHURCH

St. Paul Lutheran Church is committed to sharing the love of Christ in our community. In addition to our Two's learning Center (TLC)/Preschool, Kindergarten, and First Grade Program, we have many outstanding opportunities for your family, including: Sunday School, Youth and Children's Ministry, Disciple Groups, Women's and Men's Groups, and Prayer Chain.

We invite you to join us for worship Sunday mornings at 8:30 a.m. or 11:00 a.m. Adult Bible Classes and Sunday School begin at 9:45 a.m. Our nursery is well equipped and paid staff care for the children who visit the facility. Questions and concerns can be directed to 972-618-4266.

OUR GOVERNANCE

The St. Paul Christian School (hereafter called Program), licensed by the Texas Department of Health and Human Services, is a ministry of St. Paul Lutheran Church and is governed by the St. Paul School Board. The Director manages day-to-day operations. The School Board assists in establishing policies and procedures for the school and assists the Director in management decisions and fiscal affairs.

The Texas Department of Health and Human Services is located at 550 E. 15th Street, Suite 120, Plano, Texas 75074. Their phone numbers are 469-229-6900 (Plano) and 214-583-4253 (Dallas). The website for licensing is hhsc.state.tx.us

PROGRAM OBJECTIVE

Believing that children are a gift from God, our ministry is to provide a loving, caring, safe and fun educational environment that supports the family in building strong academics and Christian values.

CURRICULUM

Our program offers a broad base of learning tools where children are guided through free-flowing, structured activities providing for each child to discover and explore his/her world. Children will learn by association, using all their senses, large and small group activities, individual repetition, physical and mental exercises and by being allowed choices.

Children will develop an awareness of and participate in many forms of musical expression, through both rhythm and movement, with a theme-based curriculum. Our outdoor playground and indoor gym allow for plenty of running and creative play. Being a Christian school, Bible stories, thoughts and memorization are used throughout the week. Our children attend weekly chapel services with our pastor.

Our kindergarten and 1st grade program has a small teacher/child ratio with focus specifically on academics and Christian values. We use a specific curriculum that enhances reading on a phonics basis and a manipulative based math program.

At the time when a child is just beginning his/her lifelong educational journey, our curriculum emphasizes the joy of learning in these fundamental areas:

SOCIAL

- ❑ An awareness of his/her personal worth and self confidence
- ❑ An awareness of the worth of others and concern for them
- ❑ Inner control
- ❑ The ability to function as a cooperative member of the group
- ❑ An aptitude for creative play
- ❑ Prompt feelings of security and belonging

PHYSICAL

- ❑ Large and small motor control
- ❑ An awareness of his/her body and senses
- ❑ Habits of personal hygiene
- ❑ An awareness of proper nutrition
- ❑ Safety habits
- ❑ Weekly PE for Pre-K, Kindergarten, and First Grade

INTELLECTUAL

- ❑ Communication skills
- ❑ Problem-solving skills
- ❑ Build confidence and curiosity
- ❑ Inner creativity
- ❑ Arts and crafts skills
- ❑ Music and rhythm abilities
- ❑ An enjoyment of literature

ACADEMICS

- ❑ Curriculum based on weekly and biweekly themes
- ❑ Kindergarten readiness/private Kindergarten and First Grade
- ❑ Phonic reading program
- ❑ Computer lab
- ❑ Spanish
- ❑ Weekly alphabet and number units
- ❑ Math manipulative
- ❑ Handwriting Without Tears curriculum for Pre-K, Kindergarten, and First Grade
- ❑ Letter People curriculum for Pre-K

SPIRITUAL

- ❑ Including God's Word in the daily program
- ❑ An awareness that he/she is a unique creation of God
- ❑ An understanding of Bible principles, character and stories
- ❑ The ability to forgive others and accept forgiveness
- ❑ A belief that Jesus is the way to salvation and eternal life by studying the life and works of Jesus on a daily basis
- ❑ An understanding that prayer is a spiritual communication with God
- ❑ Weekly chapel

IMPORTANT DATES 2020-2021

22nd National School Choice 9:30am
29th International Day 10:30am

August

17th First Day of School

September

7rd Labor Day, NO SCHOOL
8th NO SCHOOL

October

5th St. Paul Oktoberfest 5-7pm
12th PISD Holiday NO SCHOOL
13th NO SCHOOL
26th Pumpkin Patch Carnival 2-5pm

November

20nd Thanksgiving Feast 11:00am
23th - 27th - NO SCHOOL

December

14th Christmas Program 6pm and
Cookies with Santa 7pm
18th Christmas Parties and Last Day of
School for 2019
19th to January 7th Christmas Break

January

7th Students return to school
20th ML King Day NO SCHOOL
20th to January 6th Christmas Break

February

7th Dad's and Kid's Pizza Night 6pm
14th Valentine Parties
17th Presidents Day NO SCHOOL
26th Lent Dinner and Services 6pm

March

3rd Dr. Seuss Night 6pm
4th Lent Dinner and Service 6pm
9th - 13th Spring Break, NO SCHOOL
11th Lent Dinner and Service 6pm
18th Lent Dinner and Service 6pm
25th Lent Dinner and Service 6pm

April

1ST Lent Dinner and Service 6pm
9th Maundy Thursday Service 6pm
10th Good Friday NO SCHOOL
13TH NO SCHOOL
23RD Art Night 6pm

May

8th Mother's Day Tea 11am
11th - 15th Teacher Appreciation Week
20th 1st Grade Celebration 5:30pm
20th Pre K Graduation 6pm
21st Kindergarten Graduation 6pm
22nd Last Day of School

GENERAL INFORMATION

ABSENCES

If your child's absence is known in advance, please inform the teacher or Director. In unforeseen situations or illness, call the Program voice mail at **972-491-5443** before 9:30 a.m. each day he/she will be absent.

ABUSE AND NEGLECT

The staff at St. Paul Christian School train annually in the prevention and response to abuse and neglect. Parents should also be aware of the warning signs that a child may be a victim of abuse or neglect. The U.S. Department of Health & Human Services has tips for recognizing abuse and neglect at their website: <https://www.childwelfare.gov>. Annually an information and guidelines sheet will be sent home to better inform parents. The Child Abuse Hotline number is 1-800-252-5400.

ACCIDENT OR INJURY OF A CHILD

If a child has a minor scrape or bump, a staff member will wash the injury and apply ice, if necessary. The parent will be informed of the injury or accident when the child is picked up. If the child falls or sustains an injury that is more than a scrape, an Accident Report will be completed and signed by the teacher on duty. The Director will retain the original Accident Report in the child's file.

In the case of a more serious incident, the parents will be notified at once. If they cannot be reached, and it is determined immediate medical attention is needed, 911 will be called. If emergency personnel determine the child must be transported to a medical facility, and the parents have still not been located, the Director will go with the child, taking his or her full file, containing the medical release form. Throughout this procedure, someone will be assigned the task of locating the parents through the use of all available phone numbers: home, work, emergency contact person, etc.

ALLERGIES

If your child has an severe allergies that requires us to have an EpiPen or other medication on site, we need a Emergency Care Plan from your pediatrician. Licensing requires it to be signed by the pediatrician as well.

ANIMALS

All animals that are brought to the school for in house field trips must have a health certificate. Class pets such as hamsters will be keep in sanitary cage in the classroom.

ADMISSIONS AND REGISTRATION

Our Program admits students of any race, color or ethnic origin. All children will participate in all Christian activities made available to the students. All students must be physically, mentally and emotionally able to participate in the age-appropriate program designed for each developmental level. An Admission Registration Form must be on file for each student enrolled and must declare the child

to be free of communicable diseases. Any developmental delays need to be noted and the student needs to be fully able to participate in all aspects of the program.

Children must be 18 months by September 1 to be in the program. All students must be potty trained entering the three year old program. Children are considered potty trained when they meet these criteria:

1. They no longer need disposable underwear/pull-ups.
2. They can tell the teacher when they need to use the bathroom.
3. They can go at least two weeks without an accident.
4. They are able to attend to their own hygiene.

During the month of January, our current families, their siblings and St. Paul Lutheran Church members are given first priority in registering for the following school year. Each currently enrolled child will bring home a registration form during that month. If you would like to enroll siblings, additional forms are available in the school office. Registration will then be opened to the general public.

No child is considered enrolled until all paperwork is completed and signed, and a nonrefundable \$125/\$150/\$175 registration fee and the May tuition of the enrolling school year are paid.

All forms required by the State and the program must be complete and on file with St. Paul Christian School's office in order for your child to attend class.

We reserve the right to prioritize applicants contingent upon the following criteria:

1. Date completed application received
2. Sibling currently enrolled
3. Boy/girl ratio
4. Space availability
5. Birth date.

BELONGINGS

Your child's name should be clearly and permanently marked on all items so that they can be easily identified. This includes such things as backpacks, coats, lunch boxes, nap mats, etc. Blankets and pacifiers are only allowed and permissible at naptime.

BIRTHDAYS

Birthdays are very special occasions for children. On your child's birthday, you are welcome to bring a treat to share with the entire class during snack or lunchtime. However, please let the teacher know in advance of this treat. Also, be sensitive to tender feelings. If your child has a birthday party that does not include the entire class, please mail the invitations. For summer birthdays, please make arrangements with your child's teacher so that we can celebrate your child's birthday during the school year. Please, no hard candy, gum or balloons.

BITING

Biting is inappropriate behavior in a classroom. The child may be asked to withdraw from the Program if the biting behavior is repeated. A clear and direct plan will be put in place by the Director after the first episode. All biting incidents will be documented. Parents will be notified after each instance. After three incidents the child will not be allowed to attend school for one week.

BREAST FEEDING DESIGNATED AREA

A place to breastfeed your child has been provided in Room 102. Parents have the right to breastfeed or provide breast milk for their child while in care. A sign is posted outside the room.

CHAPEL

Children will attend a chapel service every week on Wednesday at 9:30 a.m. for approximately 20 minutes. This time will provide a child the opportunity to hear Bible stories, learn simple hymns and other Christian songs and offer simple prayers to understand that prayer is talking with God. **If you arrive after 9:30 on chapel day you must wait with your child in their classroom until the class returns from chapel. Children will not be allowed to come to chapel late.**

CHECKS

Please make all checks payable to St. Paul Christian School. Payments returned by the bank for any reason will result in a \$25 returned check charge. Multiple returned checks will result in removal from the Program. Also see "TUITION."

CHILD ABUSE

To protect precious children, it's the responsibility of all Program staff to report suspected abuse or neglect. If a teacher suspects mistreatment, he/she will notify the Director immediately who, in turn, will call Social Services. It is not our responsibility, however, to investigate or prove child abuse or neglect. The phone number to report suspected abuse or neglect is 1-800-252-5400.

CHILD ARRIVAL

Parents must escort children to the classrooms each day. It is necessary that your child arrive promptly at 9:00 a.m., as they will miss out on planned activities when they are late. Keep in mind that teachers will be settling students into the classroom as they arrive; please keep conversations brief and feel free to arrange an appointment with your child's teacher as needed. **If you arrive after 9:15 a.m. report to the office first.** Please make sure that your child has finished any food and beverage items before entering the building. **If you arrive after 9:30 on a chapel day, you must wait with your child until the class returns. Do not send your child into chapel late. It is very disruptive and disrespectful.**

CHILD DISMISSAL

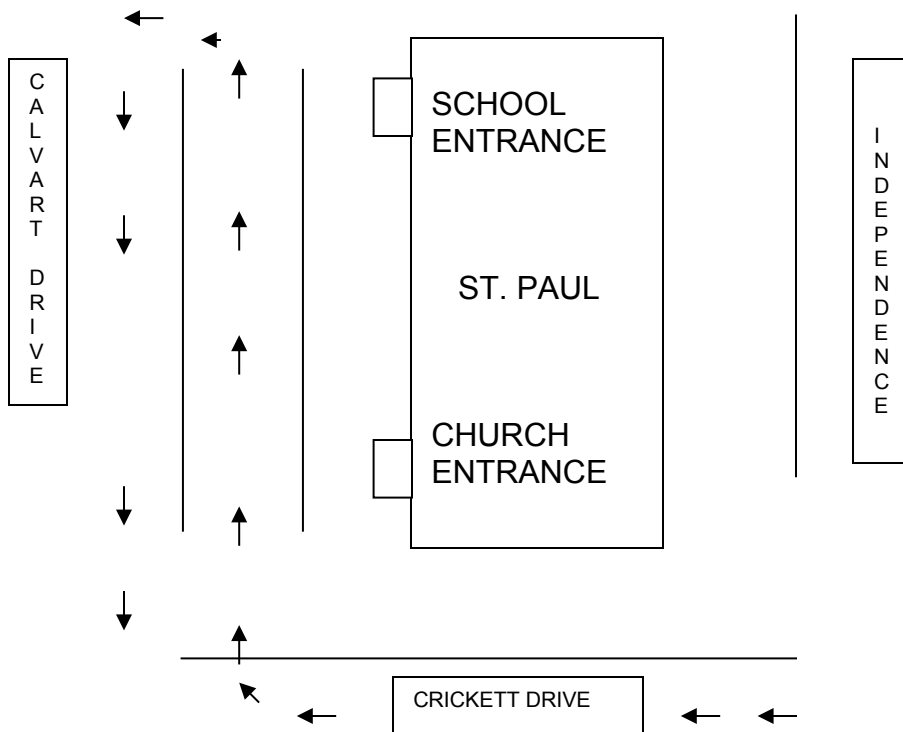
We will not dismiss a child to any adult other than the parent or guardian without written consent from them. If your child is to be picked up by another adult, please contact the office and pick up a

gold dismissal form. In an emergency, we may release a child to an adult with verbal permission from the parent or guardian. Identification will be checked if the teacher does not know the person to whom the child is being released. **If you are picking up your child early you must report to the office no later than 30 minutes prior to dismissal and a staff member will walk your child from his/her classroom to you.** We will dismiss the child/children to his/her regular carpool driver at the end of the Program, where applicable.

When picking up your child each day, please form one line once **inside** the Church parking lot. Proceed directly to the school entrance. Place your carpool sign with your child's last name and teacher's name on the passenger side window of the car for easy viewing by the loading staff. Your child will be brought to your car. Please **stay in your car**, the staff will buckle your student into their car seat. Please remember to wait in line and move forward as the line progresses. Exit onto Calvart Drive. For the safety of your child, please follow the traffic pattern shown in the diagram below.

As of June 2009, Texas state law requires children who are less than 5 years of age to be restrained in a 5 point harness car seat. And those children between the ages of 5 and 8 need to be restrained in a booster seat that has both lap and shoulder harness. We will not place any student in a vehicle without one of the above mentioned car seats or booster seats. If these requirements are not met the driver will need to wait until the conclusion of car pool and the student will be released to the driver and they will need to secure the student.

Please note, the speed limit in parking lot is not to exceed 5 mph.



CLOSURE

Should bad weather or emergency situations occur which would force our closure or adjust our start or dismissal times, the following local radio and television stations will make an announcement: AM 1080, PISD Cable Channel, TV Channels 4, 5, 8, and 11. There will be no deduction in tuition for snow days, breaks, holidays, illnesses, absences, Health Department closings or adjustments in the PISD schedule.

We follow PISD for school closing. However, the Director has final say over closings due to the impact on our staff of other school district closings. In case of opening delays, we will open $\frac{1}{2}$ hour later than PISD to allow our staff time to travel safely to the Program after seeing their own child/children off to school.

CLOTHING

CHILDREN THAT ARE USING THE BATHROOM INDEPENDENTLY should be in clothes that can easily be removed by the children. Please no suspenders under sweatshirts, no belts, no cowboy boots, no sandals and no pants that need to be snapped around the crotch area, no inappropriate logo shirts and no exposed navels. Jumpsuits are also not recommended because the child has to completely undress to go to the bathroom. By sending the children in pants and tops, it removes the frustration for the child and prevents accidents.

CHILDREN THAT ARE IN DIAPERS should not wear jumpsuits. No pull-ups with tights because tights and shoes have to be removed. No suspenders or belts either. Please put children in clothes that allow for easy diaper changing, such as clothes with snaps at the crotch and along the leg or elastic waists.

Part of our Program is painting, playing with Play-Doh and playing outside. Please dress your child in play clothes, tennis shoes and socks so that they can feel comfortable participating in the various activities. Each child must bring a complete change of seasonal clothes, including socks, placed in a large zip lock bag for use in case of accidents. These clothes should be checked each day and replaced when soiled. Jackets or coats are required for winter months because the children will be outside daily.

COMMUNICABLE DISEASES

Parents are required to report to the Director any communicable and contagious diseases or infections (chicken pox, 5th disease, pink eye, head lice, etc.) that may affect other children in the Program. The Program, in turn, is responsible for reporting the same to our local health department. The Program adheres to the guidelines established by the Texas Department of Family and Protective Services.

COMMUNICATION

An Open House will be held before the beginning of the school year. At this time you may visit your child's classroom and meet with the teachers. You will also receive additional information regarding curriculum, policies and supply lists.

It is important that parents and staff work together. Please help us in communicating freely with each other as this will help us to better serve your child. Feel free to schedule a meeting with your child's teacher if need be. Telephone or face-to-face parent/teacher conferences will be scheduled for the 4-year-old, Kindergarten and First Grade classes.

You will be informed, through the Director's monthly newsletters, calendars, notes, and social media of the latest developments relative to school. Your child's teacher will be sending home a monthly letter, a monthly school newsletter and calendar. Meeting with the Director can be scheduled at any time to discuss progress of your student or policy and procedures.

CONCEALED HANDGUNS

State and federal laws **prohibit** handguns and all other weapons in schools.

CRYING

Some of our children have a difficult time adjusting to new situations. We want the time away from parents to be a happy time. Therefore, for the little ones who do cry, we feel it is best that they not be allowed to be upset and crying for more than one hour. If they continue to be unhappy after this time, the parents will be called. We have learned that if your child has a tendency to cry when you leave him/her, he/she will cry less if you explain what he/she will be doing during the day, that you will be leaving, but that you will be back soon. Then say "goodbye" and LEAVE. Please do not linger at the door, even if your child is unhappy. The teacher's attention should be on the child when he/she arrives, rather than on the parents. Each teacher is experienced and will help your child adjust more quickly this way. Usually the child is playing happily before the parent reaches the car! *If your child has a tendency to cry, please leave a telephone number each day where you can be reached and we will give you a call.*

CURRICULUM FEE

All students will have a consumable curriculum fee due by Open House.

DIAPERING

Children in diapers will be checked a minimum of three times daily and changed as needed. Please send at least three disposable diapers with your child each day and write his/her name on each diaper. We assume that all children will arrive in a fresh diaper. Please use our facilities to change your child if he/she has soiled himself/herself en route so that our teachers are available to greet and settle arriving children. Teachers use gloves and strict hygiene procedures when changing all diapers. Please do not send your child to school in pull-ups.

DISCIPLINE

We believe the word *discipline* is synonymous with *training*, not *punishment*. Out of love and concern for our students, we are intent on guiding each child toward behavior that builds both community and self-esteem. Our basis, as always, is the Bible. Proverbs 10:17 says, "He who heeds discipline shows the way, but whoever ignores correction leads others astray."

Our method of discipline has two components. The first is reinforcing positive behavior. The second is giving children, at certain times, the freedom of choice, then allowing them to experience natural consequences.

When a child needs to be disciplined, the teacher will talk with him/her about the misbehavior and may use "time-out" or the other classroom posted behavior guideline(s). Our teachers will be fair, consistent and nurturing and will state our expectations clearly.

If a teacher has specific concerns about your child's behavior, he/she will talk with you directly about it, and together you'll determine the best action to take.

As for social interaction, it is our goal to help children develop problem-solving skills. Therefore, we allow them to settle their own differences as often as possible. However, we do monitor the process and its resolution.

When a child exhibits a behavior problem there are many courses open to the staff in trying to solve it. Generally the following steps will be taken:

1. The teacher will attempt to solve the problem directly with the child.
2. The teacher and the Director (or the Director alone) will try to solve the problem.
3. The teacher and director will involve the parents.
4. If the problem continues, the Director will request parents to arrange and possibly pay for professional hearing, vision and motor skill testing in an attempt to identify any physical problem(s) causing inappropriate behavior.
5. If testing is not arranged, the child may not be allowed to return to school.
6. If testing is completed, the teacher will follow the resulting professional recommendations.
7. If the problem persists, the child will be asked to leave and will not be allowed to return to the Program.

EARLY DROP OFF AND LATE PICK UP

As an added convenience for our parents, we have added an Early Drop Off option to our program. This allows you to drop off your student anytime between 8 and 9 a.m. for a charge of \$5 per use. We also offer late pick up from 2 pm to 3 pm for \$5 per use. The students will be supervised by a staff

member while they play in Room 102. This option can help when you have doctor appointments or need to get an earlier start to your day. A maximum charge of \$50 will be added to your account per month.

EMERGENCY PREPAREDNESS PLAN

Our program has developed an Emergency Preparedness Plan. This plan covers the procedures that will be followed in an emergency situation, be it a natural event (weather related), health event or a human-caused event. This plan is available in the office and as part of the new student packet. Also see Offsite Evacuation for the evacuation site.

ENROLLMENT PROCEDURES

A student is enrolled once they have completed the admission application and read and signed the school contract. If changes occur during the school year involving enrollment, parents will be notified in writing.

EXPRESSING YOUR CONCERNS

When you have a concern regarding a classroom situation or your child's progress, it is best to first discuss it with your child's teacher. You may want to share it at the scheduled conference or request a special meeting. Please refrain from discussing it in the hall or during carpool. Should further discussion be needed, please schedule an appointment with the Director. If you have an administrative or general concern, please contact the Director.

FEVER

Children must be fever free for 24 hours before returning to school. Children sent home with fever cannot attend the next day.

FIELD TRIPS

Our Program does include 6 or 7 in-house field trips per year. These field trips are all held on our premises. A separate **FIELD TRIP CONSENT FORM** must be signed and a \$40.00 one-time annual fee is due in order to participate in the field trips. **If this form is not signed and the \$40 fee not paid your child will not be able to participate.**

FIRE

In the event of an actual fire or during a scheduled fire drill, the children will follow the evacuation routes in the classrooms, as outlined by the Plano Fire Department. Fire drills will be conducted once a month. A disaster drill will be conducted three times per year. Sheltering/Lock-down drills will be conducted three a year.

GANG FREE ZONE

Texas Penal Code states any area within 1000 feet of a child care center is a gang free zone. Notice of this law is posted at each entrance.

HEALTH AND VACCINES FOR STAFF

It is highly recommended that all St. Paul Christian School and Church staff follow the recommended immunization schedule from the CDC. St Paul requires an updated TB test as needed and proof of vaccination of the Td/Tdap which are both provided by the school. Staff will be offered the opportunity to receive a free flu shot annually. Compliance will be verified with documentation from the provider of the vaccine. Reason of conscience, including religious belief, and medical conditions are reason for exemption. An exempt employee must wear protective medical gear such as gloves and a mask if they are coughing in the presence of children. All staff that are eligible must comply as a condition of employment.

HEARING AND VISION TESTING

The State of Texas requires that all Pre-K students and Kindergarteners receive hearing and vision screening. The Program will make available testing for your child during the first 90 days of school. Younger children may be tested on a time available basis at your request. There is a nominal charge for this required testing.

HOURS

St. Paul follows the Plano Independent School District calendar for school holiday openings and closes. The hours of operation are 8am to 3pm daily. School is in session August through May.

ILLNESS

We are staffed and equipped to care for well children only. If your child is sick, please keep him/her at home. The Program will be the deciding authority on the enrollment status of a student for medical conditions not addressed in these guidelines. A child will automatically be sent home if they have a fever, if they vomit or have two episodes of diarrhea, have green nasal discharge, drainage from eyes, persistent cough or have a suspicious or unexplained rash. The child will be allowed to return 24 hours after all symptoms disappear or with a doctor's written approval.

Children who are well enough to attend our programs are well enough to participate in all activities. This includes outdoor playtime. If your child becomes ill, you will be called. If you are unreachable, we will pursue the emergency contacts listed on your application. Whoever we reach will be asked to pick up the child within 30 minutes.

IMMUNIZATIONS

All children enrolled must be protected against tetanus, whooping cough, diphtheria, rubella, measles, polio, Hib, hepatitis, mumps and chicken pox. A TB test is also required on an as-needed basis. A DPT booster is required by the State at four years of age. We must have a signed document on the first day of school stating immunization and that the child has been seen by a physician in the last 12 months. Children who are not current with their shots due to illness, religious choices or health reasons must have a notarized Affidavit from the Texas Department of State Health Services.

LATE FEES

A \$20.00 late fee will be charged on tuition not received by the 5th of each month. If the 6th falls on a day school is not in session then tuition must be received by the first scheduled school day after the 6th for it not to be considered late. Even if your child is not in school because of illness or travel, tuition must still be received in the office by the 6th to avoid a late fee. **An additional \$20.00 late fee (for a total late fee of \$40.00) will be charged for payments not received by the 20th of each month.** A child can be removed from the Program if payment is not received after 30 days. Also see "TUITION."

LATE PICKUP

Children are dismissed at 12:00 p.m., or 2:00 p.m. At 15 minutes past the hour, a late charge of **\$1 per minute per child** will be assessed. The late fee is due at the time of pickup.

LICENSING

Our minimum standards and current report can be found and reviewed at the Texas Department of Health and Human Services website, www.hhsc.state.tx.us as well as the posting in the hallway outside the main office. The Plano office # is 469-229-6900. Our current inspection and minimum standards can be requested from the Director at anytime. Any changes to our license will need to be reported to Texas Department of Family and Protective Services within 2 business days.

LOST AND FOUND

Lost articles may be claimed in the lost and found located in the office. If a name is on the article then it helps to get it returned to the student. Periodically unclaimed items will be donated to charity.

LUNCH

Applies to T/Th Sessions, MWF Extended, 5 Day Extended, Kindergarten and First Grade

Each child is to bring a lunchbox marked with his/her name, containing his/her lunch and drink. We prefer milk or juice (no red or purple drinks due to stains, no carbonated drinks). Keep lunches simple and provide foods that are easily eaten (suggested items listed below) and cut/slice foods as needed. Please make sure your child has tried foods at home and you know he/she is not allergic to them and can eat them easily without choking. Please supply all necessary utensils (i.e. straw, spoon, napkin, etc.) *We will not refrigerate or microwave any portion of your child's lunch, so please do not send food that needs this requirement.* Hot dogs and grapes need to be cut in half lengthwise to prevent the child from choking on it.

SUGGESTED FOOD ITEMS - sandwiches, chips, pretzels, cheese chunks, small bits of meat, raisins, apple chunks, bananas, small bits of canned fruit, crackers, cold cereal, finger Jell-O, boiled eggs. **Grapes and hot dogs must be cut in half lengthwise for us to serve them. They will be sent home if not cut.**

PLEASE NO HARD CANDY, WHOLE GRAPES, CHOCOLATE OR GUM AND **NO MCDONALDS, BURGER KING, OR OTHER FAST FOOD LUNCHES.**

MEDICATION

If your child is on medication, all medications **must be administered at home**. The Director will administer Rescue Inhalers if needed. If children with an Emergency Care Plan need medication during the day, we require an Authorization for Dispensing Medication form to be signed by a parent.

NAPPING

Children in classes from 18 months through 3 will have a designated naptime after lunch. Please provide a nap mat marked clearly with your child's name. We recommend the mat be covered by a king-sized pillowcase or homemade cover that should be laundered on a regular basis. Although a child is not required to sleep, he/she must rest quietly on his/her mat and not disturb the other students while the others sleep. If your child refuses rest, please consider the Monday, Wednesday and Friday session that ends prior to naptime. This is in consideration of the other napping children.

OFFSITE EVACUATION

In the event of a mandatory evacuation, our school walks to Schimelpfenig Middle School. This school is located at 2400 Maumelle Dr., Plano, TX 75023.

PARENT VOLUNTEERS

Many opportunities exist for you to help in your child's school. You could make a special snack, talk to our classes about your job or special hobby, assist on field trips, set up holiday parties, read a story. The success of your child's school experience depends on the Director, staff and your willingness to volunteer. Each parent will be asked to help with at least one party during the year.

PERSONAL TOYS

We suggest that you leave your child's toys at home or in the car, with the exception of a naptime security item. The other children find it too difficult to understand why the child who brought the toy does not have to share his or her toy. PLAY GUNS AND WEAPONS OF ANY KIND ARE NOT ALLOWED. THEY WILL BE TURNED OVER TO THE DIRECTOR. WE CANNOT BE RESPONSIBLE FOR PERSONAL TOYS, SPECIAL BLANKETS, OR IRREPLACEABLE ITEMS.

PROCEDURES FOR PARENT NOTIFICATION

Parents will receive a monthly newsletter from the office. This newsletter will also be posted online monthly. Teachers will also communicate with a weekly or bi-weekly newsletter specific to your class. You may also be contacted by E-mail.

RULES

We are committed to disciplining our kids in love. This means being Christ-like models and loving our kids enough to train them in godly ways and expect from them appropriate behavior. In an effort to provide consistency, we have outlined these general rules:

1. **RESPECT AND OBEY ALL ADULT INSTRUCTION.**

HEBREWS 13:17 - "Obey your leaders and submit to their authority. They keep watch over you as men (people) who must give account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

2. **RESPECT FELLOW STUDENTS.**

ROMANS 12:10 - "Love each other with brotherly affection and delight in honoring each other."

3. **BE GOOD STEWARDS OF EVERYTHING GOD HAS GIVEN US.**

CHRONICLES 29:11 - "Everything in the heavens and earth is yours, O Lord, and this is your kingdom."

4. **USE APPROPRIATE LANGUAGE AND VOICE LEVEL.**

EPHESIANS 4:29 - "Don't use bad language. Say only what is good and helpful to those you are talking to, and what will give them a blessing."

5. **NO FIGHTING OR PHYSICAL ROUGH STUFF.**

PROVERBS 29:8 - "Fools start fights everywhere, while wise men try to keep peace."

Within the general parameters, teachers have the latitude to establish additional rules for their classrooms or activities.

SHARING DAY

On "Sharing Day," the children will be encouraged to bring an item associated with the letter or theme of the week. The item may begin with the letter sound, end with the letter sound or contain the letter sound we are currently studying. Please allow your child to bring only one item to share. Be sure that he/she can handle transporting this item to and from school him/herself. Please do not permit your child to bring fragile or valuable articles to class. Please label all items brought to school.

SNACK

A mid-morning snack is provided every day. The snack schedule is posted in the Parent Information Center, located to the right of the office door. We generally serve gold fish, vanilla wafers, Ritz Crackers etc. Once a month we serve pepperoni or cheese slices. Fruit such as oranges, apples, and watermelon will also be served. All children will be offered a choice of milk, water or juice weekly. The snack schedule is posted outside the Office monthly.

SPECIAL SERVICES

Please let the Director know if you or any member of your family has a special business or service we might be able to use. It is always nice to have access to special talents, etc. We can always use good toys and books that can enhance the children's learning and gross motor skills. Please let the Director know if you have any items to be donated.

STAFF TRAINING

Teachers and staff are required to have 24 hours of continuing education each year. The Director is required to have 30 hours of continuing training each year. Abuse and Neglect and Minimum Standards Review **MUST** be required in these hours.

TELEPHONE NUMBERS

St. Paul Christian School	972-491-5443
St. Paul Christian School Fax	972-618-2049
St. Paul Lutheran Church	972-618-4266
Texas Department of Health and Human Services	469-229-6900

TELEVISION AND VIDEO VIEWING

Television and video viewing will be used only to enhance units of study. All selections will be rated "G." Children will not be watching television as a regular activity.

TOYS

Children are not to bring toys from home except on special days when teachers request them. Toys will be collected by the teacher to prevent them from being broken or lost.

TUITION

Monthly tuition is as follows:

Monday/Wednesday/Friday	9:00 a.m. - 12:00 p.m.	\$ 250.00
Tuesday/Thursday	9:00 a m - 2:00 p m	\$260.00
Monday through Friday,	9:00 a.m. - 12:00 p.m.	\$ 410.00
Monday/Wednesday/Friday	9:00 a.m. - 2:00 p.m.	\$ 390.00
Monday through Friday	9:00 a.m.- 2:00p.m.	\$ 600.00
Kindergarten/First Grade	9:00 a.m. - 2:00 p.m.	\$ 615.00

No reduction of tuition will be made for absences, holidays, vacations, inclement weather or adjustments in the PISD schedule. Tuition is paid monthly and due on the first day of the month that your child attends class. Please make checks payable to St. Paul Christian School. Checks may be placed in the mail slot just outside the school office.

Tuition received after the 5th of the month will have a \$20.00 late charge added unless other arrangements have been made with the Director. An additional \$20.00 late fee (for a total of \$40.00 late fee) will be assessed for payments not received by the 20th. You will receive a form stating your late fees and will be given five days to pay in full. A \$25.00 fee will be assessed for any returned check.

VISITING THE SCHOOL DURING SCHOOL HOURS

Parents are welcome to visit the school during normal school hours. Parents must enter through the designated locked school doors by ringing the door bell. Parents may observe their child as long as it does not interfere with the teacher's schedule.

WITHDRAWING

It is agreed that enrollment as specified within the "Enrollment Contract" may be cancelled in writing by the parent or guardian without penalty (except forfeit of the registration fee and any tuition and fees already collected) with thirty (30) days written notice and the consent of the Director. **Written notice is defined as completion of the Notice of Withdrawal Form.** If the thirty days written notice is not given and the consent of the Director is not obtained, the parent or guardian will be responsible for those thirty days' tuition regardless of attendance. The May of the current school year tuition that has been collected as part of the registration may be used as the last month's tuition provided the 30 days written notice is given. Example: If your child's last month of attendance is December, then the Notice of Withdrawal Form must be received in the school office by November 30th. The May tuition we have collected will be used to pay December tuition.

No adjustment in yearly tuition will be made after March 1, regardless of notice. **After March 1, tuition must be paid in full through and including the month of May.**

