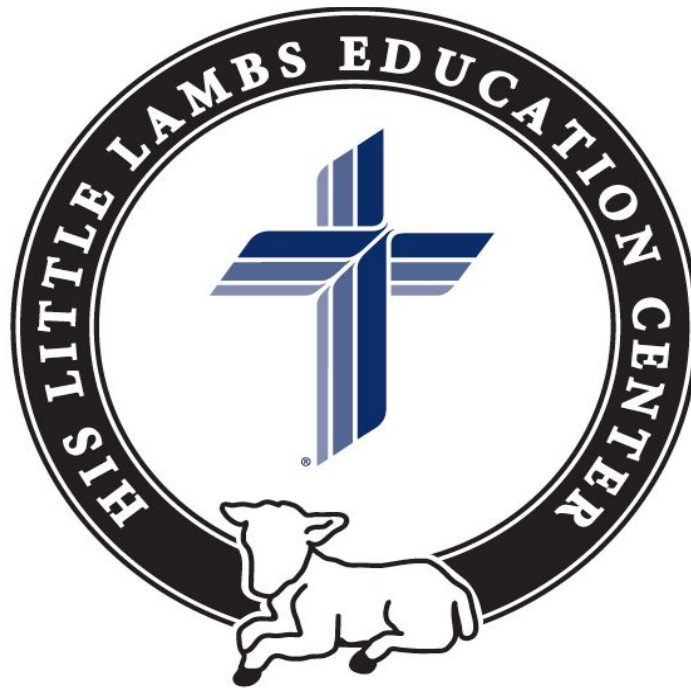


His Little Lambs Education Center

St. Paul's Lutheran School Handbook Supplement

2016 - 2017



*Train up a child in the way he should go,
and when he is old he will not depart from it.
Proverbs 22:6*

Mission Statement

The mission of St. Paul's Lutheran School and His Little Lambs Education Center is to proclaim the Gospel of our Lord, Jesus Christ. Through a loving and caring Christ-centered Lutheran environment, we assist students and families in spiritual, intellectual, physical, emotional, and social growth, empowering them to serve God in His kingdom.

The Philosophy of His Little Lambs Education Center

Our philosophy is based on Proverbs 22:6, "Train up a child in the way he should go and when he is old he will not depart from it." We are here to provide a Christ-centered, developmentally appropriate education that will provide a solid foundation for our students long after they part from His Little Lambs Education Center.

Dress Code

HLLEC abides by the school dress code. See page 4 of school handbook.

Please note the following specific to HLLEC:

- Dress your child in comfortable play clothes with shoes suitable for active play.
 - Select clothing that enables your child to easily use the toilet independently.
 - All children need to have a labeled change of clothing, including socks and underwear to keep at school.
 - Children will need labeled coats, hats, mittens/gloves as we will spend time outside even in colder weather.
 - Understand that children will be engaged in active learning experiences both in and outdoors. Such activities can result in accidental spots on clothing.
- **Please note, if items are sent in without a label, a teacher will label it.****

Medical Related Issues

HLLEC abides by the school policies as indicated on pages 9-11 in the school handbook.

*****Please note that Immunization records or Exemption form must be submitted to the school office before the first day of school.**

Behavior Expectations / Discipline

HLLEC abides by the school discipline policies. See pages 16-22 of school handbook.

Exceptions may be made with consideration of the age and developmental level of the student. All discipline matters will be handled in a loving, developmentally appropriate manner.

Toilet Training Expectations

HLLEC students **MUST** be completely toilet trained. Occasional accidents happen and that is understandable. Should repeated accidents occur we will abide by the following steps:

- 1) If a child has more than two accidents during a week, the child will be sent home the day the third accident occurs.
- 2) The child is welcome to return to school once they have had an entire accident-free day at home (not counting the day they were sent home).
(Example: If the child is sent home on Wednesday---Thursday needs to be completely accident-free at home before returning on Friday.)

If necessary, further evaluation by the teacher and communication with the parent(s) will determine if the child can remain in the program until consistent toilet trained practices are in place.

Admittance of Two Year Olds

Children who have turned two years of age by January 1st of the upcoming school year may be eligible for admittance to the 3 year old PreSchool class pending:

- Parental Request
- Child is completely and independently toilet trained
- Passes teacher evaluation

Please Note: Children entering Kindergarten and 1st Grade do have to abide by the August 1st birth date cut off. If your child is admitted to our program as a two year old, you will need to take into consideration the option of repeating either PreSchool or PreKindergarten.

Morning Expectations / Drop-Off Procedures

Morning Extended Care begins in the “red room” in the north “original” school building at 6:00am. Breakfast will be served at 7:00am. Access is granted via our video security system at the east door of the corridor connecting the two buildings.

Students who need to be dropped off for school prior to 7:30am MUST be enrolled in our Morning Extended Care Program. A \$10.00 fee will be charged to your bill if a child who is not enrolled in the program arrives for care prior to 7:30am.

Students arriving between 7:30am - 7:40am are to go to the “new” building vestibule. At 7:40am a teacher will escort students to the holding room (gym) until the teacher gives permission to go to their classroom.

Students arriving between 7:40am - 8:00am are to be dropped off through the flowing car line at the east gym door in the alley where a teacher will greet them.

Students arriving between 8:00am - 8:15am can be dropped off through the flowing car line at the east sidewalk, between the buildings, where a teacher will greet them. Drivers can also park in a reserved HLLC parking spot to walk their child(ren) into the building.

Classroom doors open at 8:00am and class/learning experiences begin promptly at 8:15am.

To maintain the flow of traffic please either use the continuous car line to drop your child(ren) off or park in a reserved HLLC parking spot in the east parking lot and walk your child into the building. Please make use of HLLC’s Main Entrance doors. Access to the north building is also granted via our video security system at the east corridor entrance. Enter the parking lot via the south entrance and exit the parking lot via the east exit. Observe the DO NOT ENTER and RESERVED signs.

Pick Up Procedures

11:30am (Mornings Only Class) Pick Up

Teachers will dismiss car riders from the HLLC Main Entrance Doors.

Drivers need to either park in one of the reserved spots in the parking lot and walk to the door or form a “mini-carline” on Orange Street and enter the parking lot through the south entrance on 5th Street. A continual line of vehicles will enter the **parking lot and stop at the door** where a teacher will load children into their respective vehicles, then proceed through the **parking lot’s east exit**.

3:15pm (Full Day Class) Pick Up

HLLC will dismiss at the same time the other school classes dismiss in the “big car line.”

Teachers will dismiss car riders from the gym door or playground into the alley behind the school. Drivers need to form a line on Orange Street and enter the parking lot through the south entrance on 5th Street. A continual line of vehicles will proceed through the alley gate heading north. A teacher will load the children into their respective vehicles.

Evening Extended Care Pick Up

Drivers picking up during the Evening Extended Care hours (after 3:15pm - 6:00pm) are to park in a parking spot in the east parking lot. Children may be on the playground or in the Extended Care room. Access to the the buildings is granted via our video security system at the east corridor door.

Late Pick-Up Policies

Morning Classes dismiss at 11:30am and Full Day Classes dismiss at 3:15pm. If your child is not picked up within 15 minutes of dismissal, a \$10.00 fee will be added to your bill for the additional care.

Evening Extended Care ends promptly at 6:00pm. If a child is picked up after this time, a charge of \$1.00 per minute past 6:00pm will be added to your bill.

Food Allergies

If a child is allergic to certain foods, the teacher must be informed and a physician's action plan must be on file in the school office.

Birthdays

Birthdays are a special event for children which we do enjoy celebrating. If you choose to celebrate your child's birthday at school, please make prior arrangements with your child's teacher to determine what is appropriate. Please do not expect the teacher to pass out party invitations unless you have one for each child in the class. Please do not unexpectedly show up with treats or send in balloons, flowers, etc.

HLLEC Basic Daily Schedule

6-8 AM	Morning Extended Care
8:00 AM	Morning Only and Full Day PS / PK Classrooms Open
8:15 AM	Morning Only and Full Day PS / PK Classroom Instruction Begins
11:30 AM	Morning Only PS / PK Classes Dismiss
3:15 PM	PS / PK Full Day Classes Dismiss Evening Extended Care Begins
6:00 PM	Evening Extended Care Ends

Breakfast / Lunch / Snacks

HLLEC abides by the school policies regarding nutrition as indicated on pages 12-13 of the school handbook.

HLLEC Breakfast: Breakfast will be served at 7:00am to those in our Morning Extended Care Program. Students are welcome to bring a home breakfast. Please do not send in items that need to be reheated, carbonated drinks, or candy.

School Lunch: Lunch will be served to those in the Full Day Class(es).

Cost per school lunch, including milk is \$2.45.

PreSchool - 11:00 am

PreKindergarten - 11:30 am

Home Lunch: Students are welcome to bring a home lunch. Inform the teacher daily if a home lunch has been sent in. Please do not send in items that need to be reheated, carbonated drinks, or candy.

Class Snacks: A snack rotation will be sent home monthly for those in our PS and PK Instructional Classes. Families are asked to send in a snack for the class on their scheduled day. Snacks need to be nutritional. Please communicate with the teacher if you need ideas. To assist in the efficiency of snack time, please have items individually portioned and/or packaged. Milk is available (additional \$.70 per week) with snack. Water is also available.

Evening Extended Care Snacks: A small nutritious snack will be available for those in the Evening Extended Care Program. Students are welcome to bring in their own nutritious snack.

Transportation

HLLEC abides by school policies as indicated on page 15 of the school handbook.

Attention parents/guardians of Preschool and Prekindergarten age children who wish to make use of the bus service: It is your responsibility to contact the bus company to determine if appropriate seating is available for your child as there are some safety restrictions in regards to age, height, and weight.

Extended Care Definition / Rates

Extended Care (definition):

1. Before school hours 6:00am – 8:00am
2. After school hours 3:15pm – 6:00pm
3. Some days when St. Paul's Lutheran School is not in session
4. Early Dismissal Days for St. Paul's Lutheran School and/or Concordia R-2

Extended Care will NOT be available for public school students on "CES No School Days" when St. Paul's is in session.

PLEASE NOTE: Students who are enrolled in our HLLEC PreSchool or PreK classes have the option to receive Extended Care during their normally scheduled class time on St. Paul's No School Days at no additional cost. However, this MUST be indicated on the monthly Extended Care Form and/or communicated with the teacher so we can schedule our staffing accurately.

Before and After School Monthly COMBO PASS (definition):

Rate per child that covers care before and after school hours on a daily basis. This includes some days when St. Paul's is not in session and early dismissal days for St. Paul's and/or Concordia R-2.

Extended Care Monthly Rates:

1. Before school hours monthly rate = \$100 per student
2. After school hours (includes early dismissals) monthly rate = \$100 per student
3. BEFORE AND AFTER SCHOOL COMBO PASS monthly rate = \$125

Extended Care Daily Rates :

*(*With Notice refers to giving at least a day's notice if a change is needed in your monthly schedule.)*

1. Before school hours (6:00am - 8:00am) daily rate with notice = \$7.50 per student
2. After school hours (3:15pm - 6:00pm) daily rate with notice = \$7.50 per student
3. BOTH Before and After school hours daily rate with notice = \$10.00 per student
4. Days that St. Paul's is not in session daily rate with notice = \$15.00 per student
***Extended Care will NOT be available during school hours for public school students on "CES No School Days" when St. Paul's is in session.**
5. **NO NOTICE FULL DAY (NO SCHOOL DAYS ONLY) = \$25.00 per student**

Days of Operation

FOR THE SAFETY OF YOUR CHILDREN NO EXTENDED CARE WILL BE OFFERED ON DAYS WHEN SCHOOL IS CLOSED FOR INCLEMENT WEATHER

Extended Care will be available on regular school days and some days when St. Paul's is not in session. We are closed Saturdays and Sundays. Please note the dates below that Extended Care will be closed so you can plan accordingly.

Dates Extended Care will be CLOSED 2016-2017

- 2016: September 5 (Labor Day)
 November 24-25 (Thanksgiving Break)
 December 26 (Observance of Christmas)
- 2017: January 2 (Observance of New Year's Day)
 March 10 (Circuit Conference--Unless used as a school make-up day)
 April 14 (Good Friday)

Parent / Teacher Conference

An open relationship between our teachers and parents is so valuable and our goal is to maintain daily and/or weekly communication. We also have set aside specific Parent/Teacher Conference dates to further foster this communication.

2016-2017 Parent / Teacher Conference Dates

- September 22nd - 23rd
 February 9th - 10th

Payment Requirements

Registration fee (\$100) is due upon enrollment and is non-refundable.

Monthly statements will be emailed to families via the school office. Payment is due within 10 days upon receipt. Payment may be made by cash, check, or credit/debit card in full or monthly. Payments can be set up through electronic fund transfer or a payment schedule.

Should a family become 45 days behind in the payment of fees, a notice shall be sent by the school board requesting that arrangements be made for the payment of said fees. Should a family become 60 day behind in the payment of fees, they shall be requested to have a conference with the school board President, Principal, and Business Manager to reach a mutually agreeable method for payment of said fees. Failure to appear at this conference could result in the dismissal of students from HLLC. Should a family be 75 days behind in payment of said fees, acceptable arrangements must be made with the school board.

Financial Support

Families that cannot pay the full fees may negotiate a payment plan that reflects sincere commitment to providing support. The proposal is presented to the principal, with final approval accepted or rejected by the school board.

Friends in Faith ~ Parent / Teacher League

In support of St. Paul's Lutheran School, His Little Lambs Education Center and Christian education, a Lutheran Parent-Teacher League has been organized. Open Executive Meetings are announced in the Main Street Journal. Any parent/guardian having a student enrolled at St. Paul's Lutheran School or His Little Lambs Education Center is a member of PTL. Teachers of St. Paul's Lutheran School and HLLC are members. All members are welcome to attend the Open Executive Meetings.

Volunteers

St. Paul's Lutheran School and HLLC has volunteers who assist in many activities at our school. All volunteers who commit to interacting with students must provide the necessary information to perform the required background check.

HLLC Faculty and Staff

Lead Teacher: Mrs. Sara Larsen (PreSchool Morning Only Class / Early Childhood Fine Arts)

PreSchool Teacher: Mrs. Jordan Jostes

PreSchool Aide / Evening Extended Care Supervisor: Mrs. Lori Brunkhorst

PreSchool Aide: Mrs. Laurie Eckhoff

PreSchool Aide: Mrs. Grace Grass

PreKindergarten Teacher: Mrs. Kim Frerking

PreKindergarten Teacher: Mrs. Janna Hess

PreKindergarten Aide: Mrs. Donna Deterding

PreKindergarten Aide: Mrs. Cindy Ebers

PreKindergarten Aide: Mrs. Charlotte Schelp

Morning Extended Care: Mrs. Christina Todd

Lunch Assistant / Teacher Aide: Mrs. Beth Hoppmann