



Child of God Lutheran School

Early Childhood Handbook for Parents 2019-2020

Statement of Non-discrimination

Child of God Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to its students. Child of God Lutheran Church and School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies and programs.

**Child of God Lutheran Church and School
650 Salt Lick Road, St. Peters MO 63376
636-970-7080: SchoolOffice@coglcs.com**

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* Please consult Child of God Parent Handbook for a more complete and detailed information if needed.

WELCOME TO CHILD OF GOD LUTHERAN CHURCH and SCHOOL EARLY CHILDHOOD PROGRAM

We welcome the littlest learners to Child of God Lutheran School to learn about Jesus as their Savior in our child-centered, developmentally appropriate early childhood program. We feel blessed to partner with families in the spiritual, academic and social-emotional growth of the children in our care.

Our teachers build authentic relationships with students and their families based on the unconditional love Christ first showed us. We look forward to getting to know your family as your child becomes a precious member of our Child of God school community!

Mrs. Barbara Hunt - Director of Early Childhood and Family Ministry

MISSION STATEMENT

Child of God Lutheran School provides quality Christ-centered education for the community to make and equip disciples for Christ Jesus.

PHILOSOPHY STATEMENT

At Child of God Lutheran School we believe that each child is a unique creation of God. Each child has spiritual, emotional, physical, intellectual, and social needs. All these needs are met only through the grace, love, and mercy of the Holy Triune God. Therefore, we believe it is our purpose as educators to work with parents and the community to assist children to find fulfillment of those needs. Through this effort, they will develop into well-rounded children who are equipped by the Holy Spirit to be effective citizens in the community and world, demonstrating and witnessing to the glory of God, the redemptive work of Jesus Christ, and the empowering presence of the Holy Spirit. Students are motivated by fully trained Christian educators, working with families to cultivate a strong, living faith that will allow them to function with confidence in Christ through all life's situations. Our school provides a Christ-centered atmosphere where faith is integrated into all subject areas, while maintaining a quality academic program of educational excellence. Each student is nurtured and encouraged to develop to his or her fullest spiritual and academic potential. Through a strong, accredited academic program, students are prepared and encouraged to pursue higher levels of academic instruction which will equip them to become productive members of society, functioning fully through their God-given gifts.

PURPOSE

It is the intent of Child of God Lutheran School to offer a personalized educational experience that is academically excellent and theologically sound, guiding each child to a closer relationship with Christ while providing the best educational preparation possible.

CHILD OF GOD VISION STATEMENT

The educational goals and objectives of our school reaffirm each child's place in God's Kingdom and nurture their horizons intellectually, emotionally, socially, physically, and spiritually. School at Child of God is a place where children are free to discover and explore the world of learning in a Christian environment with an encouraging and supportive staff. The program, based on the most recent research, recognizes the importance of a stimulating environment that will meet children where they are developmentally, and offer them a variety of experiences and materials to aid them in developing to their fullest potential. Children are given many opportunities to grow in self-esteem and confidence

individually, and in small and large group settings. In keeping with our philosophy of a developmentally appropriate experience, our goals and objectives recognize that children are active learners and that they are more likely to learn from materials that are real and relevant to their lives. Our students engage in activities that give them the opportunity to imagine, explore, experiment, discover, and learn.

WHAT WE BELIEVE

We believe that God created a perfect world for us and through our sin we messed it up. Our big and small sins corrupted this world and destroyed our relationship with God and with each other. However, God didn't leave things that way. He got involved. "We are made right with God by placing our faith in Jesus Christ. And this is true for everyone who believes, no matter who we are. For everyone has sinned; we all fall short of God's glorious standard. Yet God, with undeserved kindness, declares that we are righteous. He did this through Christ Jesus when He freed us from the penalty for our sins." Romans 3:22-24 NLT We believe that God sent His only Son, Jesus Christ, to save us by living the perfect life we couldn't and dying the death that was supposed to be our punishment. We believe that we are forgiven and given eternal life only through faith in Christ. "For God loved the world so much that He gave His one and only Son, so that everyone who believes in Him will not perish but have eternal life." John 3:16 NLT We believe that faith is a gift from God given to us in our Baptism and through hearing God's word. "God saved you by His grace when you believed. And you can't take credit for this; it is a gift from God. Salvation is not a reward for the good things we have done, so none of us can boast about it. For we are God's masterpiece. He has created us anew in Christ Jesus, so we can do the good things He planned for us long ago." Ephesians 2:8-10 NLT We believe that Jesus not only came to save us from our sin, He came to show us how to live. When Jesus was asked to sum up God's word He said; God's will can be condensed into two commandments: love God with all of our heart, soul, and mind; and love others as ourselves. "God showed how much He loved us by sending His one and only Son into the world so that we might have eternal life through Him. This is real love – not that we loved God, but that He loved us and sent His Son as a sacrifice to take away our sins. Dear friends, since God loved us that much, we surely ought to love each other." 1 John 4:9-11 NLT At Child of God we worship a God who has saved us from our sin and the brokenness of our lives. We live our lives freed from our past and energized for our future. We rejoice in the forgiven life given to us through Christ's sacrifice and share that joy with our neighbors. Come and see, you will be amazed how God will change your life. If you would like to know more about what we believe, please feel free to contact us or visit the LCMS website.

ADMISSION POLICY

Non-Discrimination Policy Child of God Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to its students. Child of God Lutheran School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies and programs. Admission Age In accordance with the laws of the State of Missouri, children entering Kindergarten must reach the age of 5 years on or before July 31 of the year of enrollment. Children entering first grade, without having attended kindergarten, must be 6 years old on or before July 31 of the year of enrollment. Pres-School and Pre-Kindergarten students must reach the applicable age (3 or 4 years) on or before July 31 of the year of enrollment. Children may be enrolled in the Pre-School 2 program once they reach 24 months of age.

ADMISSION PRIORITY & ENROLLMENT

Admission Priority will be given to families of currently enrolled and/or with the longest enrollment history. Priority in accepting new admissions will be given to the following:

1. Children of members of Child of God Lutheran Church
2. Children of members of other sister congregations with the Lutheran Church-Missouri Synod.
3. Children of parents who are un-churched
4. Children of parents who hold membership in other denominations. Enrollment begins in January each school year.

The enrollment process is as follows:

1. Re-enrollment of all current students by the last Friday in January.
2. Enrollment of siblings of current families not currently enrolled by the last Friday in January.
3. Members of Child of God Lutheran Church not currently enrolled by the last Friday in January.
4. Enrollment for the community begins on the last Sunday in January Open House.
5. All enrollments are based on "as space is available."

All students new to Child of God Lutheran School are placed on a nine-week probation. During that time, teachers will evaluate the academic placement, behavior and general skills and abilities of the child. Following the initial nine-weeks evaluation, if it becomes necessary, Child of God Lutheran School reserves the right to:

1. Adjust the placement of the student.
2. Suggest diagnostic testing to determine if specialized learning services are needed and access if the school can accommodate them with the existing staff and resources.
3. Dismiss the student from the student body due to student and/or parent behavior that substantially disrupts the educational process or operation of school or is contrary to Child of God's mission, values and policies.

CLASSROOM ORIENTATION

Classroom visits with teachers are to schedule a one on one visit with families prior to the first day of school. The purpose of the visits is to welcome the child and family to the grade level and to learn more about the child's needs and to build a relationship with the family. ***Parents of students transferring in after school begins in August are required to schedule a parent/teacher conference within the first 30 days of attendance.**

BACK TO SCHOOL RALLY

Orientation activities are hosted for parents and students to come and drop off supplies, visit with teachers and so the children can see the classroom for a second time to help them feel familiar with the class before the first day of school. Parents use this time to learn more about our Parents and Friends Group, order lunches, connect with other parents, and take care of final registration fees.

EARLY CHILDHOOD FACULTY & STAFF

Our teachers enjoy getting to know your child. We spend time listening and talking with them every day. This positive interaction encourages development of language and emotional and social skills. They learn through play and interactions, which encourages these skills. Academics are taught in a way that makes learning fun.

Lead Teachers:

Pre-School 2's Emelie Clohessy
 Pre-School 2's Emma Schranz
 Pre-School 3's Heather Link
 Pre-School 3's - Dana Steinhoff
 Pre-Kindergarten Kimberly Rozema
 Pre-Kindergarten Chelsea Erickson

Teacher's Assistants

Tammy Zilz
 Julie Wood
 Mary Dunahue & Krista Propst
 Randy Royer & Cindy Brinkmann
 April Hendrix & Mahili Del Valle
 Dawn Haldeman & Jill Sanders

CLASS SIZE/TEACHER RATIO

Class sizes will be limited in order to provide an effective learning environment for children as well as workable teaching assignments for the faculty. Enrollments in a classroom taught by one teacher and an assistant will be limited as follows:

Pre-School 2s – 1:8
 Pre-School 3s – 1: 10
 Pre-Kindergarten – 1:10

SCHOOL HOURS AND DROP-OFF AND PICK-UP INFORMATION**SCHOOL OFFICE HOURS**

The school office is open on all days when school is in session. Office hours are 8:00 am to 4:00 pm. However, office hours may vary during school vacation times. Summer office hours will be 8:00 AM until 12:00 PM Monday-Thursday (closed Friday). The office phone has an answering machine operating at all times.

CLASSROOM ATTENDANCE AND HOURS

Morning sessions meet from 8:15-11:30 a.m.
 Full-day sessions 8:15-3:15 p.m. (Parking Lot Pick-Up starts at 3:10 pm.)

Arrival Procedures – Please wait until the bell rings at 8:00 before going to your classroom

6:30-8:00 am All students arriving at school before 8:00 am must enter the building through the front doors and be checked into morning extended care. (charges apply)

8:00-8:15 am Student report to classrooms and begin morning routines. Parents may take children to their classrooms or drop their children off in front circle and we will watch as they walk to their classrooms or help if they need it. If you choose to walk your child into the classroom please refrain from long conversations with the teachers as we are welcoming in all the children and want to make sure they all have a great start to their day. We are happy to talk to you about your child for a longer time span and request you leave a message for that teacher in the office or contact the teacher via email to set up a meeting where the teacher can give you full attention. The teacher will contact the parent to set up a meeting. All parents entering the building after 8:15 a.m. need to sign in at the front office.

Morning Drop-Off Options: (8:00-8:14 am only)

Back Parking Lot-Walk Up: Enter the parking lot off of Old Salt Lick Road (Behind the School).

1. Park in the lot doors by the playground.
2. The back doors do not open until 8:00 a.m. For extended care, please park in the side lot and enter through the main doors.
3. The back doors will be relocked shortly after 8:15 AM therefore; tardy arrivals should park in the side lot and enter through the front doors.
4. If you have extended business inside, please park in the side lot as the back gates are locked up at 8:25 to clear the lot child safety and morning recess.

Front Circle Drive-Up Drop Off: (8:00-8:14 am only)

1. Enter the parking lot from Salt Lick Road and turn in to the circle drive.
2. Please pull all the way up to the white/line in a single line.
3. Students should exit the car on the side of the sidewalk. Staff members are available in the hallways from 8:00 until 8:15 am to assist younger students to their classes.

8:15-8:20 am Classes begin. Parents need to depart from classrooms so the students can get ready to learn. All students arriving after 8:15 are considered tardy and will need to check in with the school office. Back doors and gates are relocked.

General Guidelines:

1. The end of the day wrap up is an important (and BUSY) part of our day. Please allow your student the full time. Checking students out early (to avoid car line) disrupts the classroom routine and takes valuable time away from your child and everyone else. Enjoy the time connecting with others in the parking lot.
2. At dismissal time, the back doors become a one way door system to keep everyone safe and to help get all our students out to you in a timely manner. If you need to come into the office, please park on the side lot and use the front doors.
3. A payment box is available next to the school office. Parents may drop payments, notes, orders etc. there when the office is closed. Please make sure your name is clearly identified on anything you leave.
4. Please leave your pets at home or in the car (Fido can be scary or cause allergies to some of our students).
5. Smoking, vaping or using tobacco products is prohibited on church/school grounds.

Pick-Up Options EARLY CHILDHOOD ONLY: Back Parking Lot - No Cell Phone Zones

Enter the parking lot off Old Salt Lick Road (behind the school). Please have your child's name plate and walk to the back doors by the playground. Name plates will be distributed at orientation visits or Back to School Nights.

1. At **3:10 pm** teachers will begin walking children out through the back doors to meet you. Please hold up your child's name plate so it is visible to the teachers who will be looking for you as they stand next to the children lined up in the hallway.
2. Please keep conversations brief with your child's teacher at pick-up time because they have many other children to deliver safely to other families. Teachers would love to talk to you for longer periods of time about all the fun your child has at school but they are on duty until 3:30 pm.

3. When leaving the parking lot, use Old Salt Lick Road to Mexico Road.

4. After 3:30 pm please go to after care to pick-up your child.

* Due to other cars pulling out of parking places and the potential danger to your child's safety, we will not allow children to walk to cars without their guardians.

3:15-3:30 pm K-8 students and only Early Childhood students **who have older siblings** are dismissed to the front circle and will be taken there by Early Childhood teachers.

3:30-6:00 pm Students are checked into extended care (charges apply).

General Parking Lot Guidelines

1. The front circle is a FIRE LANE. Leaving your car unattended is strictly prohibited.

2. If you need to come into the building please park your car in the side or back lot. For the safety of everyone.

3. Let's keep all our attention on the children and refrain from using cell phones in the parking lot.

4. Please make sure your child is safely secured in his/her seat belt before moving your car. We have seen children standing up, hanging out windows, etc when the car is in motion. Please make sure your children are safe before you pull out. Your safety is important to us!

5. A parent who is delayed in picking up a child should notify the school office. Any student not picked-up by 3:30 p.m. will be taken to the Extended Care Program and charged accordingly.

EARLY DEPARTURES

Parents who need to pick up a child during the school day should send a note to the child's teacher in advance of the early departure date. In an emergency, please contact the school office. The parent must come to the school office to sign out the child. **Parents should not go to the classroom to pick up a child.** For the safety of our students, it is critical that the office staff knows when children are leaving and who is taking them. After the student has been properly signed out, a member of the office will contact the teacher to send the student to the office. Teachers will not release students from class without notification from the office. Students will only be released to individuals authorized by the parents. If a student is returned to the school after leaving for any reason, the parent should bring the child to the office window to sign in.

YOUR CHILD'S DAY

EARLY CHILDHOOD CURRICULUM

Each Pre-School age child has spiritual, emotional, physical, intellectual, and social needs. To meet these needs, we are committed to giving our students a developmentally appropriate education that in many cases exceeds the goals and objectives outlined in the Missouri Early Learning Standards published by the Missouri Department of Elementary and Secondary Education. We want to increase student's knowledge and enrich their lives as they experience new ideas. Our early childhood program provides a Christ-centered atmosphere where faith is integrated into all subject areas. Our program uses the "One in Christ" curriculum published by Concordia Publishing House for religion.

EARLY CHILDHOOD - STUDENT CONDUCT

Early Childhood teachers will strive to provide a learning atmosphere that limits disruptive or inappropriate behavior by creating meaningful and creative age-appropriate activities, a daily structured

schedule that children can understand, and an atmosphere of Christian love and forgiveness. However, it is normal for 2-5 year olds to test the limits of their independence in the classroom and conflicts do arise between students as they learn how to express their wants and needs to each other. Teachers will attempt to redirect children's behavior towards more positive choices, when needed, as well as talking to each child about their choices in the classroom. A "safe seat" is available in each early childhood room where a child can sit to calm down and reflect on his or her behavior. In extreme cases, the child may be brought into the office to calm down or speak with the administrator. If a child is having ongoing difficulty with behavior, the teachers, parents and administrators will work together to create a plan to help support the child's needs. If an effective plan cannot be found, the administrator will meet with the parents to determine the next steps. Grace is freely given and it is our intent to restore a child back to the classroom and their classmates but if we can not serve a child's long term needs we will provide suggestions for another school better suited for the child's needs.

EARLY CHILDHOOD DRESS GUIDELINES

All early childhood students are to dress appropriately for the school environment.

- Clothing should allow freedom of movement on the floor since students spend time on the floor for various instructional and play times.
- Clothing should not allow underwear to be seen.
- Clothing should not be "dress" clothing that would restrict a child's involvement in activities such as painting, physical education, outdoor play, etc.
- Clothing should allow the student to go to the restroom without needing undue assistance.
- Girls should not wear floor-length dresses or skirts.
- Shoes are to be close-toed and secure on the feet (no clogs, Crocs, open-toed shoes, flip-flops or healies-wheeled shoes). Tennis shoes are generally the most appropriate.
- Socks are to be worn by all students.
- Clothing should be appropriate to the weather to protect the child's health.
- All clothing should be clean and in good repair.
- NO COSTUMES OR "DRESS UP" Clothing and/or shoes (princess dresses, plastic shoes, etc)

The Early childhood students are not to wear clothing that advertises or depicts anything that would be in conflict with the Christian standards of the school. Clothing with pictures, decals, or words of flowers, animals, and friendly characters are acceptable. Clothing with pictures, decals, or words of violence, fighting, insults, or other unacceptable behavior is not to be worn. An early childhood student may dress in the uniform dress items as worn by the students in elementary grades, if the parent so chooses.

Early Childhood Non-Compliance

If an early childhood student is dressed in clothing that does not comply with the early childhood dress guidelines, the parent will be contacted, informed of the problem, and requested to dress the student appropriately thereafter. For the first two incidences, no further action will be taken. For a third or later incidence, the administrator has the discretion to have the student excluded from the classroom until a parent meets with the administrator concerning the clothing. It is not acceptable for parents to bring their child in pajamas or bare feet and ask the teachers to change child's clothing/put on shoes etc.

EARLY CHILDHOOD RECESS

Children will not be taken outdoors when there is rain or heavy snow, temperatures or wind chills below 25 F, temperatures with heat indices above 100 degrees, or during other threatening weather conditions.

PLAYGROUND OR GYM/MULTIPURPOSE ROOM

When using the playground or multi-purpose room, students are to show respect for the equipment and the other students. Students must remain within the physical boundaries set by the supervising adult and refrain from participating in prohibited activities.

Playground Rules

1. Respect other students/staff. No arguing, calling names, excluding other students, play fighting, etc.
 2. Students must NEVER leave the playground or blacktop for any reason (no playing in the shrubs). A staff member is responsible for retrieving balls.
 3. When playing games where balls are thrown, the ball must hit below the waist.
 4. Students may not reach into the grate or play on the hillside.
 5. No picking up or throwing any objects other than balls-including snowballs, ice, rocks, and sticks.
 6. Students are not to go behind the dumpster at any time.
 7. No throwing mulch or putting it on the slide.
 8. Students must use all playground equipment properly:
 - No jumping off of the equipment
 - No balls, hula hoops, or jump ropes in the mulched area
 - Slide down the slide feet first, one at a time
 - No running under the monkey bars
 - Traveling across the monkey bars must be done one bar at a time
 - No hanging upside down or flipping off the bars
 9. Any playground supervisor may deem a situation or activity dangerous or inappropriate and handle it accordingly.
 10. Students may not bring balls or toys from home for recess or extended care.
- * There are age recommendations that will be followed on some of the playground equipment.

OUTDOOR RECESS/ACTIVITY PARTICIPATION

All students should come to school dressed for the weather conditions. (Coats, gloves, boots)
Generally, any child well enough to be at school is well enough to tolerate at least a short time in the open air. **If a child is not to be allowed outdoors for health reasons, a written note from the doctor is to be submitted to the office.**

EARLY CHILDHOOD - NAP TIME

Students in Pre-School 2s 3s and Pre-Kindergarten will be required to nap/rest after lunch in accordance with health standards designated by the State of Missouri.

BATHROOM PROTOCOL

Children in the Pre-School 2s classroom may be in diapers and or pull-ups. Once the child is having some success with toilet training at home, the parents should inform the teacher so additional training can begin at school. During toilet training, the teachers will assist as needed while encouraging

independence at the same time. For the toilet training process to mimic desired bathroom outcomes as close as possible, pull ups with Velcro sides are highly encouraged.

In Pre-School 3s and Pre-Kindergarten classrooms we require that children be completely potty trained for admittance into these classrooms. During the first few weeks of Pre-School 3's please let your teacher know if your child is recently potty trained. Teachers can help this new skill by taking the child to the bathroom every hour and a half for the first few weeks.

The teacher's responsibilities regarding bathroom time is as follows:

- Escort child to the bathroom
- Instruct child verbally to assist in self clean up
- Help child to clean any mishaps so bathroom is ready for the next user
- Ensure child washes hands
- Assist in fastening clothes as needed

Should a child wet or soil his or her clothes at school, the classroom teacher or aide will assist the child as he/she changes clothes. If a child has frequent bowel movement accidents or frequent urinary accidents, the teacher and parent will meet to discuss the child's readiness for the PS3 or Pre-K program. If space allows, the child may move into the PS2 classroom until potty training is achieved and then return to the regular classroom. If space is not available, the child will have to potty train at home.

TOYS FROM HOME

We kindly ask that children do not bring in personal toys and electronics from home to school. This will help to ensure that your child's belongings are kept safe. Each classroom offers a wide variety of items to keep children engaged throughout the day and are specific to our Early Childhood learning objectives. With the teacher's permission, a special item may be brought to school on special occasions as instructed by the teacher.

PRAYER PALS

Early Childhood classes will be visited by older students once a week. The older students will play and/or read to the children for a short time, under the supervision of the teachers, and then the older student will lead the younger students in a prayer. This is a wonderful way to build a strong faith-based school community that loves and respects each other.

CHAPEL

All students participate in chapel once a week. Chapel services begin at 8:30 a.m. every Thursday, except for special occasions. We will notify parents of any schedule changes. Parents and guests are invited to join the principal and pastor for "coffee talk" (informal fellowship) after morning drop off on Thursdays until chapel begins at 8:30 am (please sign in at the office first). Parents are invited to sit with their child during chapel.

CHAPEL OFFERING

We hope this weekly tradition will encourage life-long faithful stewardship. Chapel offerings are collected throughout the school year. Offerings collected are not used within Child of God, but are donated to local, state, national, and international ministries. The faculty designates a new beneficiary each quarter.

WORSHIP & CHURCH ATTENDANCE

The greatest and most necessary support parents give to the work of Child of God Lutheran School is to take their children to worship each Sunday, to help children learn all the parts of worship, and to talk about worship before and after church. Sunday school also plays a significant role in the child's total program of Christian training. As is the case with the Christian Day School, Sunday school can serve as valuable experience in Christian living. Upon enrollment, parent's signed the Agreement Form committing to regularly attend the church of their choice to support the Christian values taught to Child of God students. If you currently do not have a church home, we invite you to join your Child of God family for Adult Bible Study and Children's Sunday School at 9:00 am followed by worship at 10:00 am. If you would like to find out more about the Lutheran faith, contact the church office at churchoffice@coglcs.com .

RELIGIOUS INSTRUCTION

Early childhood classrooms start the day with "Jesus Time," which includes songs, prayer, and/or Bible stories. Elementary grades begin the day with homeroom devotions. Additionally, there is specific religious instruction. Our school uses the curriculum from Concordia Publishing House.

HOT AND COLD LUNCHES

LUNCH AND SNACKS

Peanut/Tree Nut Policy

Child of God recognizes the severity of peanut/tree nut allergies. Child of God cannot guarantee that a student will never experience an allergy related event. However, the school is committed to student safety and therefore, has created this policy to reduce the risk that children will have a life threatening allergy related event. In order to aid students with these allergies we observe ourselves as a "peanut/tree nut aware" school. This means:

Peanut Aware Snacks and Classroom Parties:

- Only commercially packaged food lacking any peanut/tree nut contact is allowed
- No homemade items will be allowed
- Labeled ingredients must contain no peanuts and/or be made in a peanut free environment (ie. Packages that state "may contain traces of"peanuts``or"processed in a plant that processes peanuts" are not acceptable).
- Ask your child's teacher if students have other food allergies before sending in any food items.
- Respect, accept, and be understanding towards students who have a severe allergy.

Peanut Aware Hot Lunch Program

- The hot lunch program will serve only food made in peanut free environments.
- Students with peanuts/tree nuts in their cold lunches will eat in a designated area in the cafeteria.
- All students will wash hands after lunch.
- When packing lunches containing peanut/tree nuts, please clearly mark the outside of your child's lunch box (we suggest writing the word "PEANUT" on a large piece of masking tape and

securing it to the top of your child's lunch box), so the teacher may quickly and easily identify lunches with peanuts/tree nuts.

Here are some resources to help find a safe alternative snack or treat:

<http://snacksafely.com/safe-snack-guide/>

<http://snacksafely.com/snacklist.pdf>

Hot Lunch Program

Child of God prepares and serves all the food onsite five days a week. This allows us to offer the very best quality of food for your child at the most reasonable cost. Fresh and frozen vegetables, as well as, a variety of fruits are offered. The menu features two main selections to choose from daily. They are the featured hot lunch and the fresh salad bar. Each meal also includes a carton of milk. You will be able to select either of these menu items through Sycamore. We also offer special treat and an a la carte options. Portions sizes will be adjusted by grade. Students will also be able to purchase an "extra entrée," at a reduced price if they really enjoy a certain menu item.

Ordering Lunches

Menus are posted and parents order meals through our parent portal Sycamore. **For preparation purposes, all orders must be submitted in Sycamore before 8:30 AM.** Sycamore is used to pay for and record lunch purchases. There is no cost involved with opening an account to view the balance, review low balance reminders, or review the transaction history. Families may deposit funds into the account at any time either online or submit a check to the school office. Online payments may be made with major credit card, or from a checking account. Payments made in the school office before 8:30 a.m. will be applied to the student's account the same day. Payments made after these times will be credited the next school day. **Account balances must be made current at the end of every quarter to participate in the hot lunch program the next quarter.** Positive account balances in the fourth quarter may be carried over from year to year. Families may request a refund or a balance transfer to a siblings account. All requests must be submitted in writing or by email.

Parents are responsible for monitoring student lunch balances. Notices will not be sent home. Students who have depleted their lunch account and have a zero balance will be permitted to call a parent to bring a sack lunch or ask the parent to add funds to the account. If the parent cannot be reached, the teacher and the kitchen staff will provide a sandwich make sure the child does not go without food, and parents will be charged accordingly. If your child is absent on a hot lunch day, your account will not be charged. If you will be bringing a lunch later for your child, please let the teacher and/or office knows at drop off.

Parents and other guests are welcome to join a child during his/her lunch period. Please sign in at the school office when you arrive for lunch. Adult lunch prices are published on menus. We understand parents, grandparents like to bring in a special lunch treat when visiting. In keeping with our wellness philosophy **we do not allow shakes, sodas, coffee, sports drinks and caffeinated drinks to be brought in for students during lunch.**

Sack Lunches

- Pre-School, Pre-Kindergarten and Kindergarten and some elementary grades have designated snack and lunch times.
- No available refrigeration for student lunches or snacks.
- Microwaves are available for middle school students only.
- Parents who forget to order a lunch in advance will be called before 9AM and asked to bring a lunch to school for their child.
- Milk, bottled water and a variety of juices are available for purchase through the cafeteria.
- Students may bring beverages from home, except that **no soda (carbonated beverage) energy drinks or coffee drinks are to be brought for lunch or snack.**

Guidelines for sack lunch and snack:

- Send in a bag or lunch box – clearly mark the outside if lunch has peanuts/tree nuts inside
- Mark the lunch bag or box with students' first and last name
- Include any eating utensils needed (fork or spoon only – no knives should be sent)
- Include a paper napkin or towel
- Send nutritious food, including fruits and vegetables
- **NO SODA, ENERGY DRINKS, COFFEE or CANDY**
- Parents are encouraged to consider the nutritional needs of their students when preparing lunches and snacks. Also consider the child's ability to open pre-packed lunches.

MEDICAL INFORMATION AND ILLNESSES

IMMUNIZATIONS

State law requires that all children be immunized or exempted from immunization against the diseases of measles, mumps, rubella, polio, diphtheria, tetanus, hepatitis B, pertussis, and varicella. All immunizations must be completed before a child can enter school. A current record of immunizations must be on file at school by the first day of classes. Please note that children not receiving vaccinations are required by law to provide either a medical exemption or a religious exemption signed by the Missouri Department of Health. Unimmunized children are subject to exclusion from school if an outbreak occurs.

MEDICATION HANDLING, STORAGE AND DISPOSAL

A parent/guardian or other responsible adult must hand deliver to the school office all medications to be administered. Medications must not be sent in backpacks or lunch boxes. In order for school personnel to be able to administer any medication, a completed **Health Care and OTC Medication Consent Form and Permission to Dispense** form. All prescription medications must be in the original container and labeled with the name of the patient, name of physician, prescription number, date, name of medication, dosage, and frequency of administration. Over-the-counter medications will require parent authorization. Parents must supply over the counter medication and label with the child's name and dosage.

All medications will be secured, locked and monitored by school staff. All controlled substances (i.e. Ritalin) must be inventoried upon receipt. Any discrepancies will be reported to the Lutheran Schools District Nurse and the parent notified. All unused, discontinued or outdated prescription medication will be returned to the parent/guardian and documented as such. Any medication not picked up by the parent/guardian at the end of the school year will be destroyed after June 30th.

A parent/guardian may come to school and administer his/her child's medication at any time. This will be documented on the medication log.

Medical Concerns

If a child has or develops a special medical condition such as food or insect allergies, asthma, seizures, etc., please notify the office so we can establish procedures for dealing with the condition. This information should be included at the time of registration. A doctor's note is required detailing condition and action plan.

First Aid

First aid supplies are kept in the school office. In the event of an accident, the teacher or office shall attempt to contact the parent as well inform the administrator. If a parent cannot be reached, the emergency contact listed will be contacted. In any situation except for minor scratches and bruises, school personnel will contact the parent so that parents are aware of the accident and can take further action if appropriate. School personnel will send home a written report of the accident as well as file in the school office. Teachers are to be aware of the policy in dealing with blood-borne pathogens and observe the proper procedures. In case of an accident at school, the parent or other listed emergency contact will be called as soon as possible. 911 will be contacted if warranted.

EXCUSED ABSENCES

Parents are required to call or email the school office (copy the teacher) by 9:00 am when a student will not be at school. This is done for your child's protection and to assist us in gathering health information to alert you to the possible spread of contagious illness.

All children excused during the day are to be picked up in the school office by an adult. Parents wishing to have a child excused during the day shall do the following: a) Send a note/email (copy the school office) to the teacher with an explanation for the absence b) Come to the school office to pick up your child. Children will not be called down from class until a parent is present to sign the child out.

INJURIES

Child of God Lutheran Church and School is not responsible for injuries or damages to student's property except in injuries or damage arising from gross negligence or willful acts.

ILLNESSES

- **A FEVER** is a warning sign that something is not right. A child with a temperature of 100 degrees or higher should not be sent to school. Parents can expect contact from the school if a child's temperature is measured at or above this standard.

- **VOMITING or DIARRHEA** requires that your child is not at school. If symptoms persist consult with your doctor.
- Any child developing such symptoms during the school day will be removed from the classroom and the responsible adult will be called to pick up the child from school as soon as possible.
- **PLEASE NOTE THAT CHILDREN MUST BE FREE OF VOMITING, DIARRHEA, OR A FEVER FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.**
- If a child is absent from school, he/she is not allowed to participate in after school activities.

Child of God also follows the CDC's recommendation regarding **HEAD LICE**. Specifically, students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class 24 hours after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the school office so classmates' parents can be notified.

Confidentiality

Every effort shall be made to protect the privacy of students and as a general rule, Child of God will not inform parents of the names of students within a classroom or grade level with illnesses/diseases (head lice, chicken pox, strep throat, etc) as it infringes on the privacy of the student (FERPA). When warranted a general health notice will be sent out informing parents of symptoms and health practices.

Family Emergency Information

Parents provide contact and emergency information during the enrollment process. It is vital that parents keep that information current by updating it in Sycamore and by notifying the school secretary in writing of any changes to address, telephone, employers, physicians, emergency contacts, etc.

COMMUNICATION

Open and genuine communication is the key to working together for the best possible education of each child. It is important that the home and school work together in oneness of spirit and purpose. When this does not occur, the child suffers. Child of God Lutheran School does not seek to supersede parents in their role as the child's primary source of nurture, values, and Christian training. The role of the school is to assist parents with that solemn, God-given responsibility.

At Child of God, we value forming authentic relationships with our student's parents, grandparents and guardians. Whenever possible we will have face to face communication with you especially with regard to important touch points such as academic progress, social/emotional wellbeing or other areas of concern or celebration. Other modes of communication include our parent portal, Sycamore Education and/or the classroom weekly newsletter. It is the parents' responsibility to check these two sources on a regular basis for pertinent school information.

PARENT INFORMATION PORTAL

On the Parent Information Portal (Sycamore Education) families can find: monthly summary account statements; updated family phone, address, and email information; individual classroom information

(memory work, spelling lists, classroom newsletters, class directory); your child specific information (grade reports, discipline log, attendance, schedule); PFG Board Member contact info; Athletic calendars; Parent/Student Handbook; lunch menus; school calendar and upcoming events and more. Each family has a Sycamore account and is provided an activation email to initially set up the account. Once a family account is activated it remains open for use as long as students in the family are enrolled at COGLS. If you forget your username or password, please contact the school office.

WEEKLY NEWS

Important information will be posted on the Sycamore homepage each week. There you will find upcoming events, changes in plans for activities, requests from organizations, Lutheran High School information and other pertinent information. Each teacher will also send home a grade specific newsletter with classroom news (what happened throughout the week and what's coming up). **It is important for parents to check BOTH so you are in the KNOW!**

PARENT/TEACHER RELATIONSHIP

Parents and teachers must mutually support each other to be an effective team in rearing children to have conduct pleasing to God. To that extent, teachers will not discredit the childrearing procedures of the parents in the presence of the students and will always be supportive of parents. Likewise, parents must not discredit teachers nor their educational efforts but always be supportive in the presence of their children.

CONTACTING A TEACHER

Teachers may be contacted in person, by email or by phone. When meeting in person, always ask the teacher if he/she has time to talk at that moment, or better yet, when it might be convenient for him/her do so. Don't expect to have an extended conversation during drop off or pick up; consider 8:00-3:30pm to be "sacred time" for the teacher. Morning, recess, lunch and after school can be quite hectic times; the teacher may appear free but she/he is not. They are teaching and supervising students. Ask the teacher for a best time for contact. When emailing, keep in mind that most emails and texts will go unanswered throughout the day because the teacher is busy teaching and not glued to his or her computer and phone. Emails will be answered in a timely manner M-F after school.

PARENT CONFERENCES

Open communication between parents and teachers is always encouraged so they can work together to create the best possible educational experience for the child. Required parent-teacher conferences are scheduled at the end of the first quarter in October each year. However, parents are also encouraged to contact teachers or schedule conferences at any time. Parents may leave a phone number, written message or email to set up a conference time.

REPORTING STUDENT PROGRESS

In the fall, we screen Pre-School 3s and Pre-Kindergarten students to assess their developmental progress. This screening is necessary to chart the progress the students are making in all aspects of their development. We send home a permission slip prior to the screening. Parents are encouraged to discuss the results of the screening with their student's teacher. Throughout the year teachers in Pre-School 3 and Pre-Kindergarten assess students on the basis of the skills they have mastered. Reports are done in rubric form to enable parents and teachers to track the child's progress in a developmentally

appropriate manner, based on the goals established in our curriculum. Due to the age span in the Pre-School 2 program, students are not formally screened. However, each fall conferences are scheduled to discuss each child's individual developmental progress and their skill mastery as they relate to Pre-School 3 readiness or other goals established for the child.

TWILIO

Twilio is designed for the school to send telephone or text messages to all parents quickly. This system will call all school families within minutes after someone from the office records a message. The school phone number will come up on caller id indicating the school is calling. If you do not answer, the system will try four additional times in a one hour period to reach you with the school message. It is imperative that COGLS has the main contact phone number(s) where you can be reached with a message.

As a general rule, Twilio calls will only be used for emergency use during school hours (snow days, lock-down, etc). Non-emergency messages (event reminders, etc) will be sent via Twilio after 6:00 p.m.

Please listen to the entire message before calling the school office. Because this is an outside service, in our agreement with Twilio, they are not permitted to use these numbers for any other purpose other than those designated by COG.

WEATHER-RELATED SCHOOL CLOSING

COG uses Twilio to inform parents of emergency closings. This program will call all school parents in a matter of minutes to inform you of any closing. It is imperative that we have accurate cell, home, and work numbers so you can be reached. We will continue to notify the local television stations which are KMOV, and KSDK. Another excellent place to check is our COGLS Facebook page & Sycamore.

SOCIAL MEDIA CONDUCT - STUDENTS AND PARENTS

Across the nation, inappropriate use of social network sites social media websites are being used increasingly to fuel campaigns and complaints against schools, administration, teachers, Board members and in some cases other parents and/or students. Child of God considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or whole community. In the event that any student or parent of a child educated at Child of God Lutheran School is found to be posting defamatory comments on Facebook, Twitter, Snapchat, Google or other social network sites, they will be reported to the Administration, Pastor or School Board Chair. The school will also expect the student or parent to remove such comments immediately.

SOCIAL MEDIA POLICY - STUDENT AND PARENTS

- **Accountability:** Students and parents are personally responsible for the content they post, share and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Child of God Lutheran Church and School.
- **Confidential Information:** Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- **School Logos:** Do not use any Child of God Church or School logo without permission. If you wish to promote a specific activity or event, please contact the school or church office for permission or provide a link to the official Child of God Lutheran Church and School Facebook page or website.

- Staff/Student/Parent Relations: We ask that parents join the social networking site of faculty and staff with discretion. Faculty and staff members are not required to accept invitations from parents and are advised not to accept invites from students until they have graduated from Child of God Lutheran School. Parents should never discuss sensitive school matters with staff or other parents using Facebook, blogs and other social media outlets.
- Privacy: When posting, even on the strictest settings, parents should act on the assumption that all postings are in the public domain. Comments made using such media are not protected by privacy settings.
- School Values: Be respectful of the opinions of others in your posts and comments. Under no circumstances should offensive comments be made about students, parents or staff nor the church or school in general. If responding to someone with whom you disagree, remember to be respectful. Make sure that your criticism is constructive and not hurtful. Do not comment on nor forward unsupportive information and/or rumors.

PERMISSION TO PHOTOGRAPH/VIDEO RECORD

With the use of technology comes many digital photos and even videos of the fun things we do throughout the day! Please let us know if you do not want your child included in photos or videos we might show in our classroom blog or social media.

OTHER CLASSROOM INFORMATION

Room Parents and Class Parties

Each parent is invited to become a room parent. The teacher will provide a sign-up sheet for this activity at Back to School Night. Room parent duties include helping with special parties or activities, planning field trips and arranging transportation for field trips. Classroom parties are special events for students, but take much help in the classroom; therefore, **no siblings of any age should attend**. All parents and guests must register in the school office when visiting for class parties or other events on campus.

Background Checks

No person shall be employed by Child of God Lutheran School without a clear criminal records check, coupled with a clear check of the National Criminal and Sex Offenders Data Base and/or other checks deemed appropriate by administration. Individuals who serve as volunteers in positions requiring responsibilities over children including but not limited to coaches, library assistants, activity sponsors, field trip drivers, classroom assistants, etc shall require annual background checks.

Room Parent Fund

Each Preschool-3rd grade student is assessed a fee for the room parent fund. This fee will be collected on Back to School Orientation as part of the fee collection process. The teacher or designated "room parent" will use the funds to host class parties. Room parents are expected to work within their budgeted amounts.

Party Snacks

Each child's birthday (or half-birthday for those with summer birthdays) will be reserved for that child to bring a special birthday treat. These treats must be prepackaged and commercially prepared items in accordance to our peanut and tree nut policy. Arrangements are to be made with the classroom teacher for a time to bring such treats. Parents will be asked to adhere to allergy restrictions dependent on the medical needs of all students in the classroom.

Party Invitations and Thank You Notes

Any party invitation or thank you note **MUST** be mailed to the student's home and cannot be distributed in or around school. A school directory can be found under the School News tab in Sycamore. Child of God has this rule so that any students who are not invited will not have their feelings hurt if they would happen to see invitations and thank you notes.

VISITORS

Parents and other parent-approved visitors are welcome to visit the classroom periodically. If it is necessary to bring something to a student or speak to a student during the school day, the person doing so must report to the school office. Visitors should not go directly to a classroom after 8:15 AM since this is disruptive to the classroom activities.

Pets

Pets from home are not allowed in the building without permission from administration. Please keep them in your car during dismissal.

EXTENDED CARE

The Extended Care Program is a service provided by Child of God Lutheran School. Information on specific hours and costs, and enrollment forms are available from the school office.

Late Pick-Ups

All children not picked up by 3:30 p.m. will be taken to Extended Care in the school gym or PS2 classroom. Unsupervised students anytime during 3:15 p.m. to 6:00 p.m. will be required to attend the Child of God Extended Care program and the family will be assessed accordingly.

Guidelines

- Each student must be registered for Extended Care and have all paperwork completed before attending.
- Any parent who arrives after the 6:00 p.m. pick-up time will be charged a minimum late fee of **\$10.00 for time spent in extended care between 6:01-6:10 PM. At 6:11 PM an additional \$1.00 per minute will be assessed. This is in addition to the regular cost.**
- A parent may be asked to make other arrangements for before or after-school care if a child consistently disregards the rules of the Extended Care area or if the parent consistently disregards these guidelines.

Arrangements other than the normal provisions must be made in advance with the authorization of the administrator.

Parents & Friends Group (PFG)

The objective of PFG is parents and teachers working together in the interest of Christian education at school and home. Parents, teachers and the COG congregation also come together to sponsor events and projects. Funds raised at events are used to purchase extra items for the school, teachers and students to help improve our children's years at Child of God. PFG is a group not only for parents, but also for all family members (e.g., grandparents, aunts, uncles, etc.) and for other individuals interested in COG.

Fundraisers

In addition to all the activities and events coordinated by PFG, here is a list of easy ways you can support the mission at Child of God all year long even over the summer.

- **AmazonSmile**- donates 0.5% of the price of your eligible purchases to Child of God when you select us as your charitable organization of choice. AmazonSmile is the same Amazon you know. Same products, same prices, same service.
- **Shop with Scrip** – purchase cards for the places you shop or restaurants you dine at frequently and we earn money! You are going to spend the money at the store, gas station or restaurant anyway, so why not support COG with that purchase. They are also great gift cards. Your child's classroom earns a percentage back on every purchase. Order forms are available in the school office.
- **Schnucks e-Scrip** – whenever you shop at Schnucks just give the cashier your free Schnucks e-scrip card and COG will earn money from your purchase.
- **Shoparoo**-is a free app that turns pictures of receipts from grocery and convenience store purchases into cash donations for our school.
- **Box Tops for Education** – simply cut the box tops or Labels for Education part of the packaging and put them in the marked box outside the office.
- **Goodsearch.com** – when you designate COG as your charity of choice, every time you use goodsearch to search the Web, we will earn a penny and every penny adds up!

LOST AND FOUND

During a school year, students often “misplaced” or “lose” items. Please label all jackets and other items so they may be quickly identified. Do not send items of sentimental or financial value. Child of God is not financially responsible for items not found. Anything not labeled will be placed in the specified container. Glasses and items of value will be kept in the school office. These lost items may be displayed quarterly but can be recovered by the owner at any time. Leftover items are donated to charity each quarter.

REQUIRED SERVICE HOURS

Child of God needs the help of all its parents to foster a community of shared responsibility. Every hour of parental assistance allows teachers and administration to stay focused on our mission of providing quality Christian education. Therefore, parents are required to complete 20 hours of service time during the school year (10 hours for half-day or 2 or less full day enrollment Pre-school/Pre-k families). Service hours can take the form of driving for field trips, monitoring lunch or recess, helping plan the daddy/daughter dance with a large variety of opportunities in between. Parents are encouraged to step forward and show where they can and desire to be involved (donations of food or gifts do *not* count for hours). Service hours are posted on Sycamore. **Hours must be recorded within 10 days of the service**

activity and must be completed by the last day of school. Extra service hours worked may not be transferred to another family's account. A fee of \$10 per hour will be assessed for each hour not served and the assessment will appear in May's tuition bill. In the event a family serves more than the required number of hours, they may not carry over to the next year.

EMERGENCY PROCEDURES

Each year the staff at Child of God reviews our Emergency Crisis Plans and Procedures and then prepares the students through targeted lessons and regular drills on fire, tornado, earthquake and intruder safety.

Tornado/Earthquake Warning

In the event of a severe weather warning, all our students and staff will proceed to their designated safety shelters and our facility will go into "Lockdown" mode. This means that for the safety of all our students and staff no one will be allowed to enter or exit the facility until the weather warning has expired. For this reason, parents will not be allowed to pick up their children from school or extended care while a warning is underway as no one will be in the office to unlock the doors or answer the phones.

Natural Disaster/Crisis

In the event of a natural disaster or crisis, no student will be dismissed from school or allowed to leave with a relative, babysitter etc unless a parent has previously designated that person on their emergency form. In the event of a disaster, if you are unable to reach the school, Child of God staff will care for your child here, until you can arrive. If an emergency does occur please try to keep the phone lines open for emergency services and turn to your local radio for information on area conditions. If possible, we will communicate with you through Twilio.

Lockdown/Lockout

In the event of a building lockdown (threat inside the building) or lockout (threat outside the building), students will be secured in their designated classrooms and the outside doors will remain locked to all parents and guests until the administration and/or police announce an "all clear."

Campus Safety

Child of God takes the safety of our students very seriously and we ask that our parents and visitors respect our policies when on campus.

- The front doors are locked and guests and visitors must ring the doorbell and identify themselves. If admitted they need to sign in at the front office and get a visitor's badge.
- Central administration monitors inside and outside security cameras.
- All teachers carry two-way radios, are trained and participate in regular school wide drills for fire, tornado, earthquake, and active assailant. All staff are first aid, CPR and AED certified.
- All classroom doors are locked and can only be keyed in for entry. If guests have approval to enter classrooms or other campus location, they will be escorted by staff to their designated location. Guests/volunteers will not be allowed to be in building without prior background check, staff supervision, and/or principal approval.

FINANCIAL INFORMATION

TUITION

Tuition may be paid over 10 months or less (first payment is due July 1st and last payment is due May 1st). The 10-month payment plan must be enrolled with Pay Junction via Sycamore in one of the available payment options. You may also pay tuition in 1 payment by July 1st or two payments in July and January.

CRITERIA FOR MEMBERSHIP TUITION CLASSIFICATION

We encourage our families to become active participants in their children's and personal walk with Christ. To be considered a church member for tuition rate purposes at Child of God, it is expected that worship be attended at least twice a month by each student and an adult family member during the 12-month period from August 1st to July 31st. Attending special (other than weekend) services will count as meeting this standard. New Member families are eligible for the Member discount at the start of the first quarter after reaching new membership status. Attendance records will be distributed and reviewed semesterly. Attendance is tracked via the guestbook located at the end of every aisle. Please sign in every time. Worship attendance records are based upon the attendance books, completed by worshipers and Child of God's posting of such attendance.

Those who do not meet the requirements are considered Inactive Members for tuition purposes. An Inactive Member will be responsible for the cost of tuition the same as a non-member; for the next semester. If the member(s) become in good standing (meeting the church attendance requirements within the given dates), they will go back to member rate. Parents are responsible to meet with the Pastor to discuss any special circumstances.

Members at Holy Cross Lutheran Church are also eligible to receive member tuition discount at Child of God. Eligibility requirements are specific to Holy Cross Lutheran Church and require a form to be signed by the Senior Pastor their as well as the administrator at Child of God.

MULTI-CHILD DISCOUNT

These discounts are offered to families with more than 1 child enrolled at Child of God. Full tuition is charged for the oldest child enrolled. The 2nd child discount is 20% off their age/grade level tuition. A 3rd child discount is 30% off their age/grade level tuition. A 4th child (and beyond) discount is 40% off their age/grade level tuition.

FEES

Refer to the Fee Schedule for Early Childhood to Grade eight community and member tuition rates and miscellaneous fees. The fee schedule is available on the parent portal (Sycamore), website, or in the school office. We reserve the right to charge a late fee on balances past due.

DIRECT PAYMENT OPTIONS

Tuition and fees may now paid through Pay Junction which works in conjunction with Sycamore. Parents may select ACH, debit and/or credit (convenience fees apply for debit and credit use). Tuition payment methods must be established within Sycamore prior to July's first tuition payment.

LATE PAYMENTS

Tuition payments not received by the 25th of the month (regardless of what day the 25th of the month falls on) will be considered late and may result in a \$25.00 late payment charge. It is important for the parent to contact the business manager in advance if payment will not be paid on time.

- If a family's account is more than 60 days late, and a payment plan has not been put into place with the Administrator, the Business Manager will notify the family via letter, by the 1st or 15th of the month, of the situation and that the family's children will not be allowed into the classroom until the situation has been corrected. Delinquent accounts will be outsourced to a collection agency at the discretion of the School Administrator.
- Any account not current for more than 90 days without a payment plan in place with the Administrator will be turned over to a Collections Agency. Any and all additional charges incurred as a result of the collections process are the responsibility of the family. Additionally, the family will be responsible for any attorney's fees, court costs and collections costs.

LUNCH ACCOUNT

Monies remaining in a student's lunch account at the end of the school year will carry over to the next academic year.

WITHDRAWAL/CHANGE OF ENROLLMENT

Once the school year has started, there is a \$50 change of enrollment fee if a family needs to change days their child attends. If a family voluntarily or involuntarily withdraws a child(ren) from Child of God during the school year, changes the days of enrollment the tuition payment made for the month in which they withdraw their child will not be refunded. The family is still responsible for any unpaid fees and account balances (registration fees, extended care, lunch, athletic balances, etc). When a student is withdrawn, they forfeit eligibility on all COGLS athletic teams and clubs.

PRO-RATING TUITION

When enrollment status changes (transfer of enrollment, member status, etc), the tuition charge will be pro-rated effective at the beginning of the next quarter. Member status is determined by the date of official action by the congregation (i.e. official transfer, confirmation date, date of profession of faith, etc).

RETURNED CHECKS

Checks returned by the parent's financial institution as not payable will result in a \$35.00 fee, in addition to any other late fees incurred. It is your responsibility to assure funds are available on the date's tuition is scheduled to be withdrawn.

OTHER

GRIEVANCE POLICY

"If another believer sins against you, go privately and point out the fault. If the other person listens and confesses it, you have won that person back." Matthew 18:15 NLT

1. If a family has a question, concern or grievance against a faculty/staff member, the family must meet with the faculty member first to try and resolve the difference. If the grievance is not

- resolved, proceed to Step 2.
2. The family/teacher may contact the administrator and request a meeting. The Administrator will request copies of all documentation (if any) included for review. The administrator will contact the other party for their documentation, etc. The administrator will read the submitted material and set a mutual meeting date with both parties within 7-14 days of initial request.
 3. If the party has a grievance with the administrator, follow steps 1-2 submitting materials to the School Board Chair for review.
 4. The administrator/chair listens to both sides, reviews the materials, then renders a written decision
to both parties within 10 calendar days.
 5. If either party is dissatisfied, a written proposal can be submitted to the School Board Chair, who upon review of the documentation may convene a meeting consisting of both parties, the School Board Chair and an appointed committee.
 6. The action taken by the committee is final.

MANDATED REPORTING

Teachers are “mandated reporters” who are required to report reasonable suspicion of child abuse or neglect. In addition to our legal responsibility, we have an ethical/Christian responsibility:

- We act primarily for the child’s interests, not the adults. If there is abuse, the child may have no one else acting on his/her behalf.
- Teachers are not required to investigate but only to report reasonable suspicion.
- Being a Christ-centered organization, we believe that uncovering the truth, although unpleasant, can lead to forgiveness and healing. Leaving the truth covered will only continue to harm a child.

CUSTODY NOTIFICATION

Please inform the school office and teachers concerning any special rights and privileges. The office must have on file any custody agreement that limits a parent’s access to their child.

ONGOING EFFECTIVENESS

The faculty and principal will review its procedures for implementing and enforcing these policies. The school reserves the right to add, delete, or modify the guidelines as needed to address ever-evolving issues related to student behavior, educational excellence and parent satisfaction.