



Child of God Lutheran School

Early Childhood Handbook for Parents 2020-2021

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.

Index

Welcome

Mission, Philosophy, Purpose and Vision	5
What We Believe	6
Admissions Policy	7
Admissions Priority & Enrollment	7
Classroom Orientation/Connection Visits	8
Back to School Rally	8
Early Childhood Faculty and Staff	8
Classroom Size/ Ratios	8

School Hours and Arrival and Departure

School Office Hours	8
Classroom Attendance and Hours	8
Morning Arrival Procedures	8
Dismissal	10
General Parking Lot Guidelines	11
Early Departures	11

Your Child's Day

Early Childhood Curriculum	11
Early Childhood Dress Guidelines	12
Early Childhood Noncompliance	12
Recess	12
Playground, Gym or Multipurpose Room	12
Playground Rules	12
Outdoor Recess/Activity Participation	13
Early Childhood Nap time	13
Bathroom Protocol	13
Toys from Home	14
Prayer Pals	14
Chapel	14
Chapel Offering	14
Worship and Church Attendance	14
Religious Instruction	14

LUNCHES AND SNACKS

Peanut/Tree Nut Policy	15
Peanut Aware Snacks and Classroom Parties	15
Peanut Aware Hot Lunch Program	15
Hot Lunch Program	15
Ordering Lunches	15
Sack Lunches	16
Guidelines for Sack Lunches	16

Medical Information and Illnesses

Immunizations	16
Medication Handling, Storage and Disposal	17
Medical Concerns	17
First Aid	17
Excused Absences	17
Injuries	18

Illnesses	18
Confidentiality	18
Custody Notification	18
Family Emergency Information	18
Mandated Reporting	18
<u>Christian Conduct</u>	19
Early Childhood Student Conduct	19
Parent Code of Conduct	19
Bullying	20
Corporal Punishment	20
Physical Restraint	20
Grievance Policy	20
<u>Communication</u>	21
Parent Information Portal	21
Weekly News	21
Parent/Teacher Relationship	21
Contacting a Teacher	22
Parent Conferences	22
Reporting Student Progress	22
School Closings	22
Social Media Conduct	22
Social Media Policy - Students and Parents	23
Permission to Photograph/Video Record	23
<u>Other Classroom Information</u>	23
Classroom Parties	23
Background Checks	23
Party Snacks	24
Party Invitations	24
Visitors	24
Pets	24
Beyond the Bell Extended Care	24
Late Pick Up	24
PFG	24
Fundraisers	25
Lost and Found	25
Required Service Hours	25
<u>Emergency Procedures</u>	25
Tornado/Earthquake	26
Natural Disasters/Crisis	26
Lockdown/Lockout	26
Campus Safety	26
<u>Financial Information</u>	26
Tuition	26
Criteria for Membership	26
Fees	27
Direct Payment Option	27
Late Payment	27
Lunch Account	27
Refunds	28

Withdrawal/Change in Enrollment	28
Payments	28
Prorating Tuition	28
Returned Checks	28
Ongoing Effectiveness	28

WELCOME

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!

Dr. Sandfort - Principal

Mrs. Brandi Hallemeir, Assistant Principal/LASE Specialized Education Consultant

Rev. Jeremy Gorline, Pastor

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 develop Christ-like character (1 John 3:18, Ephesians 4:32, Proverbs 3:3, Philippians 4:8) and academic excellence in our students that transforms lives (Matthew 28:19-20, John 8:31, John 13:34-45) and shapes communities (Isaiah 64:8, Proverbs 27:17, Romans 12:4-5).

VISION STATEMENT

I. Child of God Lutheran School will carry out the church and school's mission by:

- a) Providing a Christ-centered curriculum that is focused on students' spiritual, academic, physical, social and emotional life as a Child of God.
- b) Maintain curriculum and teaching methodologies that produce students who meet and/or exceed state and national standards.
 - Offer all students a variety of activities, experiences and materials to aid them in developing in self-esteem, confidence and to their fullest potential.
 - Address exceptional student learner needs with comprehensive programming and collaborating with outside agencies where applicable.

- c) Assisting families in Christian training and instruction of children.
 - Creating partnerships between the home, school, church and community.
- d) Fostering a welcoming, safe and loving learning community.
- e) Understanding the school is an outreach branch to share the Gospel message with the unchurched community.

II. Child of God Lutheran School will carry out the mission by producing students who:

- a) Show love for one another through actions that others may see and know that we are disciples.
- b) Display what is good and acceptable in God's eyes that others may see those actions and be transformed.
 - Display their faith through daily conduct, reflecting God's love with an attitude of respect for Him, for others, and for themselves.
- c) Demonstrate a desire to continue in their spiritual, educational, physical, social and emotional and growth.

WHAT WE BELIEVE

Child of God is a ministry of the Lutheran Church—Missouri Synod and part of the greater Universal Christian Church on earth, which teaches and responds to the love of the Triune God: **the Father**, creator of all that exists; **Jesus Christ, the Son**, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and **the Holy Spirit**, who creates faith through God's Word and Sacraments. The three persons of the Trinity are coequal and coeternal, one God.

God loves the people of the world, even though they are sinful, rebel against Him and do not deserve His love. He sent Jesus, His Son, to love the unlovable and save the ungodly. The Bible explains that what we see around us is a result of disobedience and our natural affinity toward selfishness and sin. Yet, there is also a part of every human that longs for peace and contentment. A follower of God, Paul, explains it, in part, this way, “⁶ For while we were still weak, at the right time Christ died for the ungodly. ⁷ For one will scarcely die for a righteous person—though perhaps for a good person one would dare even to die—⁸ but God shows his love for us in that while we were still sinners, Christ died for us. ⁹ Since, therefore, we have now been justified by his blood, much more shall we be saved by him from the wrath of God. ¹⁰ For if while we were enemies we were reconciled to God by the death of his Son, much more, now that we are reconciled, shall we be saved by his life.” Romans 5:6-10 ESV.

By Jesus suffering and death as the substitute for all people of all time, He purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life that it offers. God creates faith in Christ and gives people forgiveness through Him. “⁴For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, ⁵not a result of works, so that no one may boast. ¹⁰For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” Ephesians 2:8-10.

The Bible is God's inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian doctrine. The Word of God offers us truth and a new way of life. Paul wrote, “¹⁶ For I am not ashamed of the gospel, for it is the power of God for salvation to everyone who believes, to the Jew first and also to the Greek. ¹⁷ For in it the righteousness of God is revealed from faith for faith, as it is written, “The righteous shall live by faith.”¹⁸ For the wrath of God is revealed from heaven against all ungodliness and unrighteousness of men, who by their unrighteousness suppress the truth. ¹⁹ For what can be known about God is plain to them, because God has shown it to them.” Romans 1:16-19. These words remind us that because of God we see the world through a different lens and that lens reflects our true nature and a true hope. From it springs a life that

is vastly different, it is transformed into something that seems impossible outside the work of God, Himself.

Child of God is a place where you can learn more about the dramatic change that happens because here we believe and live as true Children of God. 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 “CONNECTION VISITS”

Classroom visits with teachers are to schedule a one on one connection 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 (suspended 2020)

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.

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 8:15-12:15p.m. (pick-up is after lunch but before nap)

Full-day sessions 8:15-3:15 p.m. (Parking lot pick-up starts at 3:10 pm.)

Morning Arrival procedures - per the Operational Response Plan 2020-21

When you arrive at Child of God Lutheran School you have 3 options:

OPTION 1: CIRCLE DRIVE 8:00 - 8:15AM (K-8 students and early childhood with K-8 siblings *only*)

1. Enter the parking lot from Salt Lick Rd and turn into the circle drive
2. Pull all the way up to the yellow line (in a single row).
3. Roll down the passenger side window and show the designated staff member the COGLS App with confirmation of your completed COVID-19 daily screening.
4. School staff will confirm the daily home health screening & temperature has been submitted.

- a. Parents who have not submitted daily health screening may be asked to go park their car and wait until a paper form can be delivered to them or they can submit the form electronically.
- 5. Designated staff will take a second temperature check (with a non-touch thermometer).
- 6. If no fever (100.0) and no other symptoms are present, students may:
 - a. exit the car (passenger side only onto the sidewalk)
 - b. If student needs assistance unbuckling/exiting the car, parents should use Option 2
- 7. Students will proceed to the main doors with their backpacks on and hands free so they may easily sanitize their hands before entering the building
- 8. Teachers will help with hand sanitation and will escort younger students to their classroom.
- 9. Parents should not leave the drop off line until their child has been screened for temperature

OPTION 2: PARK AND WALK UP (K-8 students and early childhood with K-8 siblings *only*)

- 1. Enter the parking lot off Salt Lick Road.
- 2. Parents may park in the side lot (no parking in the circle drive) and walk their child to the front entrance.
- 3. Parents *must* wear a protective mask and stand 6 feet away from all other parents and students.
- 4. School staff will confirm the daily home screening and temperature has been submitted on the COGLS App.
- 5. Parents who have not submitted daily health screening may be asked to return to their car and wait until a paper form can be delivered to them or they can submit the form electronically.
- 6. Designated staff will take a second temperature check with a non-touch thermometer.
- 7. If no fever (100.0) and other no other symptoms are present:
 - a. Students' wave bye to loved one and are assisted inside the building.
 - b. Parents/guardians remain outside of the building
- 8. Students will proceed to the hand sanitation station.
- 9. Students will enter the building through main doors with their backpacks on and hands free.
 - a. Our younger students (and new students) will be escorted to their classrooms

OPTION 3: BACK LOT PARK AND WALK UP (Early Childhood students/families *only-no K-8*)

- 1. Enter the parking lot off Old Salt Lick Road (behind the school).
- 2. Parents may park in the back or side lot and walk their child to the back entrance.
- 3. Parents *must* wear a protective mask and stand 6 feet away from all other parents and students.
- 4. School staff will confirm the daily home screening and temperature has been submitted on the COGLS App.
- 5. Parents who have not submitted daily health screening may be asked to return to their car and wait until a paper form can be delivered to them or they can submit the form electronically.
- 6. Designated staff will take a second temperature check with a non-touch thermometer.
- 7. If no fever (100.0) and no other symptoms are present:
 - a. Students' wave bye to loved one and are assisted inside the building
 - b. Parents/guardians remain outside of the building
- 8. Early childhood students will enter building through back doors with their backpacks on and hands free.
- 9. Staff will assist students with sanitizing their hands then escort them to class.

Once we begin our day...

1. The student's temperature will be taken with a non-touch thermometer, once at arrival and once in the afternoon.
 - a. Temperatures of 100 or more will be checked twice
 - b. Students must remain home until they and everyone in the family are fever free without the assistance of fever reducing medicine for 72 hours (see Exclusion from School for more details)
2. Students put away their belongings in their cubby and begin their day.
 - a. Students need to fit everything into their backpacks or have it attached to their backpacks so their hands are free when they enter the building
 - b. We don't want students setting their backpacks, lunchboxes or water bottles down on the floors when they sanitize their hands.
 - c. When possible pack disposable utensils etc. in lunches.
 - d. Clearly label everything.
 - e. Please provide non-glass water bottles with names clearly labeled (we suggest ½ gallon for older students. Water fountains will not be accessible to students. Teachers will refill water bottles as needed).
 - f. Absolutely no toys, sports equipment, trinkets etc. will be allowed from home. Early childhood students, who *need* an item for nap time, may bring one item that must come into the building inside their backpack and remain there until naptime - pacifiers are not allowed). To help with make a happy transition, please pack this item in their backpack at home and not at arrival.

DISMISSAL When you pick up at Child of God Lutheran School

EARLY CHILDHOOD (without k-8 siblings) BACK PARKING LOT

3:00 & 3:05 Preschool 2s (plus any Preschool 3s and Prek siblings)

- a. Only Preschool 2 parents should get out of their car (with Family Name/Time Tag) and move to the back lot sidewalk at this designated time.
- b. Parents should continue to social distance (6 feet apart)
- c. The teacher on duty will call your name off of your displayed tag to the classroom and the teacher's assistant will walk your child out to you for dismissal.

3:10 & 3:15 Preschool 3s (plus any Prek siblings)

- a. Only Preschool 3 parents should get out of their car (with Family Name/Time Tag) and move to the back lot sidewalk at this designated time.
- b. Parents should continue to social distance (6 feet apart)
- c. The teacher on duty will call your name off of your displayed tag to the classroom and the teacher's assistant will walk your child out to you for dismissal.

3:20 & 3:25 Prek

- a. Only PreK parents should get out of their car (with their Family Name/Time Tag) and move to the back lot sidewalk at this designated time.
- b. Parents should continue to social distance (6 feet apart).
- c. The teacher on duty will call your name off of your displayed tag to the classroom and the teacher's assistant will walk your child out to you for dismissal.

K-8 (with EC siblings) 3:15 DISMISSAL CIRCLE DRIVE

- a. All parents/guardians will pull into the circle drive (filling in two rows and pulling up all the way to the parking lot).
- b. Display your car tag (with your family name) in the windshield
- c. Once parked all cars engines must be turned off.
- d. An "All Aboard" call will be given and students can walk to awaiting cars in circle. Early Childhood students-Kindergarten will be escorted to cars.
- e. Once students are in 1st round of cars, a whistle will sound 2x and cars will be released by rows.
- f. Students not picked up by 3:30 will be checked into Extended Care.

EXTENDED CARE PICK-UP (3:30-6:00pm)

- a. Parents/guardians will ring the doorbell and inform staff of who you are picking up by holding your car tag up to the monitor.
- b. School staff check the students out of extended care via Sycamore
- c. School staff will bring the students outside to the parents/guardians
- d. If you notice the neon plastic safety guard with the flag on the front sidewalk this indicates extended care is on the playground and parents can pick up their child around back.

General Parking Lot Guidelines

1. The front circle is a FIRE LANE. Leaving your car unattended is strictly prohibited.
2. Let's keep all our attention on the children and refrain from using cell phones in the parking lot.
3. 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!
4. 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 will come to the front door to sign out the 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 front door to sign back 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 DRESS GUIDELINES

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

1. Clothing should allow freedom of movement on the floor since students spend time on the floor for various instructional and play times.
2. Clothing should not allow underwear to be seen.
3. Clothing should not be “dress” clothing that would restrict a child’s involvement in activities such as painting, physical education, outdoor play, etc.
4. Clothing should allow the student to go to the restroom without needing undue assistance.
5. Girls should not wear floor-length dresses or skirts.
6. Shoes are to be close-toed and secure on the feet (no clogs, Crocs, open-toed sandals, flip-flops or heeled shoes). Tennis shoes are generally the most appropriate.
7. Socks are to be worn by all students.
8. Clothing should be appropriate to the weather to protect the child’s health.
9. All clothing should be clean and in good repair.
10. 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, 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 NONCOMPLIANCE

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 incidents, 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 the child's clothing/put on shoes etc.

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, etc.
2. Students must NEVER leave the playground or blacktop for any reason (no playing in the shrubs).
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.** Students not permitted to go outside will read/look at books during recess in the back vestibule.

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. In the Preschool 3's and PreK 4 classes pull ups are not allowed. Pacifiers are not permitted in any classrooms.

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 (**i.e. no diapers or pull ups at any time throughout the day**). 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:

1. Escort child to the bathroom
2. Instruct child verbally to assist in self clean up
3. Help child to clean any mishaps so bathroom is ready for the next user
4. Ensure child washes hands
5. 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 (suspended 2020-21)

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 (online 2020-21)

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 typically 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 worship at 8:00am or 10:00 am with an education hour in between services. If you would like to find out more about the Lutheran faith or Child of God Lutheran Church, 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. Teaching students about Jesus and what it means to be a Child of God is what we love to do!

LUNCHES 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:

1. Only commercially packaged food lacking any peanut/tree nut contact is allowed
2. No homemade items will be allowed
3. 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).
4. Ask your child's teacher if students have other food allergies before sending in any food items.
5. Respect, accept, and be understanding towards students who have a severe allergy.

PEANUT AWARE HOT LUNCH PROGRAM

1. The hot lunch program will serve only food made in peanut free environments.
2. Students with peanuts/tree nuts in their cold lunches will eat in a designated area in the cafeteria.
3. All students will wash hands after lunch.
4. 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. 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. [*suspended 2020]

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 8:30AM.** 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 meal to 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.** [suspended 2020]

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 LUNCHES:

1. Send in a bag or lunch box – clearly mark the outside if lunch has peanuts/tree tree nuts inside
2. Mark the lunch bag or box with students' first and last name
3. Include any eating utensils needed (fork or spoon only – no knives should be sent)
4. Include a paper napkin or towel
5. Send nutritious food, including fruits and vegetables
6. **NO SODA, ENERGY DRINKS, COFFEE or CANDY**
7. 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 the 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 at school 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 front doors 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 [see Operational Response Plan for more information]

- **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 72 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, COVID, 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.

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.

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.

MANDATED REPORTING

All school personnel are considered "mandated reporters." If staff has a reasonable cause to suspect that a child known to us in our professional capacity may be abused or neglected we are required to report to the Missouri Division of Family Services. In addition to our legal responsibility, we have an ethical/Christian responsibility:

1. We act primarily for the child's interests, not the adults. If there is abuse, the child may have one else acting on his/her behalf.
2. Teachers are not required to investigate but only to report reasonable suspicion.

3. 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 the child.

CHRISTIAN CONDUCT

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 age appropriate 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 process big emotions with the school administrator. Grace is freely given and it is our intent to restore a child back to the classroom and their classmates. 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.

PARENT CODE OF CONDUCT

At Child of God Lutheran School, we are very fortunate to have a supportive and friendly parent body. Our parents/guardians recognize that educating children is a process that involves partnership between parents, teachers, and the school community. Following the guidance set out, we expect parents to:

1. Respect the property of others
2. Treat others with dignity and respect
3. Follow the parking rules and have the children in school on time with the necessary supplies and appropriate dress.
4. Follow the school's rules, calendars and deadlines
5. Speak respectfully to the teachers, staff and other parents in front of children.
6. Build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at the school.

In order to support a peaceful and respectful school environment, we ask parents to refrain from:

1. Shouting at members of the school staff either in person or over telephone
2. Breaching the school's security procedures
3. Physically intimidating a member of staff
4. Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or any other social media sites.
5. Any concerns you have with the school must be made through the appropriate channels by speaking to the principal, School Board Chair or pastor so they can be dealt with fairly, appropriately and effectively for all concerned (see Grievances)
6. Abusive or threatening emails, text, voicemail, phone messages, social media posts or other written, visual or audio communication.
7. Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, staff's office/office area, or any other area of the school grounds.
8. Using loud/offensive language, swearing, cursing, using profane language or displaying temper.
9. Threatening to do bodily harm to a member of the school staff, visitor, Board members or fellow parent/child.

Should any of the above behavior occur the school may feel it necessary to contact the appropriate authorities and if necessary, even ban the offending parent from entering the school grounds. We trust that parents will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

BULLYING

Bullying is different from conflict or “not getting along.” Two or more students can have a disagreement, conflict, or say or do mean things to each other. Bullying involves a power imbalance element. More concisely, bullying happens when a student is exposed repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. The behavior is repeated, or has the potential to be repeated over time.

Both kids who are bullied and who bully others may have serious, lasting problems. Furthermore, when referring to bullying situations, it is easy to call the kids who bully others “bullies” and those who are targeted “victims,” but this may have unintended consequences as well. For the purpose of this policy, bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated behavior that is severe or pervasive enough to create an intimidating and hostile environment, or unreasonably interfere with the individual's school performance or participation; and may involve but not be limited to:

1. Repeated intimidation of others by the real or threatened infliction of others by the real or threatened infliction of physical, verbal, written electronically transmitted, or emotional abuse, or through attacks on the property of another.
2. Actions such as verbal taunts, public humiliation, stalking, including ethnically based or gender biased verbal put downs
3. Extortion of money or possessions
4. Repeated exclusion peer group within school
5. Being threatened or being forced to do things by students. F

For more information visit www.stopbullying.gov (see COGLS School Wide Positive Behavior Interventions and Support Handbook on the COGLS app)

CORPORAL PUNISHMENT Physical punishment is not used or condoned at Child of God.

PHYSICAL RESTRAINT All behavior interventions must ensure students are treated with dignity and respect. Physical restraint shall not be used as routine safety measures; that is, it shall not be implemented except in situations where a student's behavior or action poses imminent danger or physical harm to self or others. Any use of restraint shall be supervised, short in duration, not place any pressure or weight on chest, lungs, sternum, diaphragm, back, neck or throat that restricts breathing and used only for the purposes of de-escalating the behavior when less restrictive measures have not effectively worked.

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.

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 genuine 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 classroom newsletter within Seesaw, and our parent portal Sycamore Education located on our Child of God app. 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, 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. You can access sycamore through our free Child of God Lutheran App. which is a one stop shop for all things COGLS.

WEEKLY NEWS

Each teacher will also send home a grade specific newsletter with classroom news and pictures (what happened throughout the week and what's coming up) via the class Seesaw page. **It is important for parents to check BOTH Seesaw and Sycamore so you are in the KNOW about what's happening at COGLS!**

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 to 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.

WEATHER-RELATED SCHOOL CLOSING COGLS uses the school app to inform parents of emergency closings. The COGLS app will post school information so parents will know in a matter of minutes information regarding any closing. Please download the school app so we can stay in touch with you. We will continue to notify the local television stations which are KMOV, and KSDK. Another excellent place to check is our COGLS Facebook page.

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 Mission Board. 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

CLASS PARTIES [pending 2020-21]

Each parent is invited to become a room parent. Room parent duties include helping with special parties or activities. 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 CHECK

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.

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 happen to see invitations and thank you notes.

VISITORS [SUSPENDED 2020-21]

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.

BEYOND THE BELL - EXTENDED CARE

Beyond the Bell Extended Care Program is a service provided by Child of God Lutheran School. The morning hours are 6:30 am -8:00 am. After school hours are 3:30 pm to 6:00 pm.

LATE PICK UPS

All children not picked up by 3:30 p.m. will be taken to Beyond the Bell 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 Beyond the Bell Extended Care program and the family will be assessed accordingly.

GUIDELINES

1. Each student must be registered for Extended Care and have all paperwork completed before attending.
2. 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.**
3. 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 AND 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 COGLS 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 COGLS.

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.
- **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.

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

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 Beyond the Bell 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 push notifications via the app, voice recordings, social media or other quick and efficient means.

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.

1. 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.
2. Central administration monitors inside and outside security cameras.
3. 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.
4. All classroom doors are locked and can only be keyed in for entry. If guests have approval to enter classrooms or other campus locations, they will be escorted by staff to their designated location. Guests/volunteers will not be allowed to be in the 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 11 payments beginning 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 each semester. Attendance is tracked via the guestbook located at the end of every aisle or via the Child of God app. Please sign in every time. Worship attendance records are based upon the attendance logs, 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 and Chapel of the Cross Lutheran Church are also eligible to receive member tuition discounts at Child of God. Eligibility requirements are specific to those Lutheran Churches and require forms to be signed by the Senior Pastor there as well as the school administrator at Child of God.

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 be 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.

REFUNDS

Child of God does not offer tuition refunds. This includes days students are absent from school due to illness, snow days, school breaks, etc. In the event the physical campus closes due to unforeseen circumstances such as natural disasters, epidemics/pandemics, acts of God or the like, Child of God will continue to provide remote education as possible to its students. Accordingly, tuition payments will continue to be paid in full.

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.

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.