



Christ For Kids

Summer 2007 Parent/Student Handbook

Dear Students and Parents:

We are so happy that you are part of the St. Michael Lutheran School/ Christ for Kids family! We sincerely hope that your time spent with us will be a blessing to you. Our goal is to provide a Christ-centered education that develops students' God-given gifts which make each a unique creation in Christ.

Each one of the policies, guidelines, and rules in this handbook are implemented to better fulfill our mission in a safe and efficient environment. None are intended to cause inconvenience but rather to facilitate smooth operation and good order. I would encourage you to read this handbook carefully so that you can be better informed about the school and childcare programs. Not all issues have been addressed in this handbook, so if you have any questions or concerns please contact the school office at 327-0512.

We look forward to another exciting and educational year here at St. Michael. We appreciate the opportunity to walk with you as a partner in the task of educating your child(ren). I ask that you would support our ministry with your prayers as we begin the 2007 summer childcare program.

In Christ's Service,

Gregory Johnson
Principal

Introduction

St. Michael Lutheran School and Christ for Kids Childcare and Preschool (hereafter referred to as: SMLS & CFK) extends a warm welcome to all parents and their children who will be attending our school. It is our hope that your experience will be a positive one.

This handbook has been prepared to assist you in the explanation of our programs. Please read it through and then refer to its pages whenever you have questions. It will explain policies, procedures and philosophy. It will also help in the preparation of both child and parent for participation in a program where home, church, school and childcare work together in close harmony.

SMLS & CFK is an outreach ministry of St. Michael Lutheran Church, and is governed by the Board of Early Childhood Ministries. CFK is licensed by the state of Michigan and is inspected annually to ensure a high quality of childcare and education. SMLS is approved by the state of Michigan to operate as a private school.

Questions or concerns regarding the School's (K-5) policies or procedures should be addressed initially to the Principal. Questions or concerns regarding the Preschool or Childcare policies or procedures should be addressed initially to the Director. When necessary, the Principal or Director would then take the concern to the Board.

Parents who are not members of St. Michael Lutheran Church are invited to attend classes on Sunday mornings on the teachings of the Lutheran Church - Missouri Synod so that they may understand the principles of Christianity as shared and applied within the classroom.

Periodically children are offered an opportunity to sing or participate in other activities at one of our Sunday morning services. All parents and family members are invited to these events as well.

Philosophy

SMLS & CFK offer Christ-centered programs in a loving and caring atmosphere. Teachers and staff believe it is our responsibility to introduce and foster growth in each child in a relationship with God, the Bible, the family, the community, and the world. We desire to meet the needs of the whole child - spiritual, social, emotional, physical, cognitive and creative.

Our teaching philosophy evolves around the concept that all children can learn. Our teachers believe that as educators, it is their responsibility to determine each child's strengths and provide opportunities for continued growth. This builds self-confidence and provides individuals with positive and successful learning experiences.

Another important role our teachers play is to provide students with the support they need for successful learning. This is accomplished through activities such as one-on-one and small group work, working with parents to provide additional support at home (since learning doesn't end when students leave school), making themselves available to students when they are feeling confused or overwhelmed, and having a classroom library full of literature for students at many different stages in the reading process. Our teachers stress daily the importance of having an "I CAN DO IT!" attitude rather than "I can't."

Non-Discrimination Policy

SMLS & CFK is open to any family regardless of church affiliation, and we admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students at the school. We do not discriminate on the basis of race, color, national, or ethnic origin in the administration of our educational or admission policies.

Entrance/Enrollment Requirements

Required Childcare Age: Children must be 2 $\frac{1}{2}$ years old and completely potty-trained (per state licensing requirements).

CFK - To enroll, you will need:

A completed enrollment form.

The non-refundable registration fee.

An up-to-date immunization record (**this MUST be on file on your child's first day of attendance**). Immunizations received during the year must be reported to the Center in written form. All immunizations will follow the county Health Department requirements.

A completed physical health form **SIGNED** by your physician (must be on file within 30 days of child's first day of attendance).

A completed child information/emergency contact card.

A signed receipt of this handbook.

CFK Withdrawal

To assure proper staffing, we must enforce a 2 week notice for schedule changes affecting days and times. We are unable to provide refunds or tuition credits for cancellations without proper notice. We must also enforce a 2-week notice for withdrawal from the program. Your child is welcome to attend during that 2-week period. In instances of sick children, or quick schedule changes, you will be charged for your regularly scheduled attendance times. Children enrolled in child care may take up to 5 days each year as "vacation days." During such days, no fees will be assessed and the child's position in the program will be guaranteed. Vacation forms are located on the Parent Information Board and must be filled out two weeks in advance for fees to be waived.

Drop Off and Pick Up

CFK - When dropping off or picking up a child from CFK, you must escort your child all the way to and from your vehicle to the child care classrooms. In addition, you must sign your child in and out of the program on the attendance sheets located near the entrance. Staff will escort students as necessary to and from the school wing.

Tuition & Fees

Tuition: Tuition payments are due every other Monday, with parents paying for the program services two weeks in advance. A customized payment sheet is developed for each family and provided at the beginning of the summer. Make checks payable to "St. Michael Lutheran School" and place them in the payment drop box.

It is essential that parents pay their tuition in a timely manner so that we may meet our financial obligations for payroll, supplies, food, and general operating costs. **A late fee of \$30 will be assessed to all tuition exceeding 30 days in delinquency.** If special circumstances occur that require a delay in payment, arrangements must be made with the Principal. No outstanding balance can be carried from one school year to another.

A free service called "Simply Giving" is offered by Thrivent Financial for Lutherans, and is available to *all* parents whereby they can arrange to have their tuition payments automatically transferred from their bank to the school. There is no cost to the parent for this, and all it takes is the completion of a simple form (available in the church office). *All parents are encouraged to consider using this service.*

Dress Code

Dress your child so that he/she can GO & PLAY OUTSIDE everyday. Please clearly label all clothing. Staff may mark unlabeled clothing. Clothing should be durable and able to withstand spills. A COMPLETE change of clothing (underwear, socks, etc.) is to be brought to the Center and placed in a shoebox provided by the Center. Clothing should be updated with the change of seasons. Tennis shoes are the daily shoe of choice. Children may also be using the gym on

a regular basis (especially in bad weather), so please make sure your child wears "non-marking" soled shoes.

We ask that all students of Christ for Kids Childcare adhere to the following guidelines:

- All students must wear a closed-toe shoe
- No visible undergarments
- Skirts and shorts should be mid-thigh length
- No bare mid-riffs
- No halter tops

No spaghetti strap tops (Grade 3 and up)

Recess

The Department of Social Services has issued a ruling regarding outdoor play stating, "A center operating with children in attendance for 5 hours or more continuous hours per day shall provide for daily outdoor play unless prevented by inclement weather conditions." When referring to "children," this includes ages 2 weeks through 17 years. We use the following time lines as minimums:

3-4 years	15-20 minutes
5-6 years	20-25 minutes

Children who are well enough to attend are well enough to play outside. For winter months, provide warm coats, snow-pants, mittens, hats and boots *with your child's name on all the articles*. Discretion will be used when daily weather changes occur. Children will not be allowed outside if temperature is below 15° with wind chill.

Meals & Snacks

CFK provides daycare children with 2 snacks a day. Juice or milk are available for breakfast, snacks and lunch. Parents must provide their children with a healthy breakfast and lunch if needed. Breakfast is given to children from 6:30 AM to 8:30 PM, whenever they desire to eat it. Lunch is served around 12 PM for all children.

Emergencies

In an emergency (illness or accident), we will contact the parent at the location given on the Child Information Card. If we cannot reach the parent, the contact person listed on the card will be asked to come for the child. If we cannot reach the parents or the contact person, the child will be removed from other children (illness) or taken to a medical facility (in a situation needing emergency medical treatment). ***Please keep your emergency contact information up-to-date.***

Illness

Children with a 100° or above temperature, signs of a bad cold or excessive coughing, diarrhea, vomiting, skin rash, or head lice, should not come to school. If your child has contracted a contagious disease, please notify the school so that parents and teachers can be alerted of the symptoms. Children who have been sick should be free from abnormal temperatures, vomiting and diarrhea for at least 12 hours before returning to school. A note *may* be needed from your child's doctor indicating when the contagious disease is cured, and a doctor's note *is* required to clear them of head lice.

When a child becomes ill at school, parents will be notified immediately to come and pick up their child. If the parent cannot come, arrangements must be in place for an alternate responsible adult to come and pick up the child. Children will be removed from the classroom and placed away from others until taken home. Children will not be released to another adult without verbal or written consent from the custodial parent.

When illness keeps your child home, you must notify the school by phone or with a written note. The County Health Department requires a weekly health report. Your cooperation in this matter is appreciated.

Your signature on the St. Michael Lutheran School Receipt & Acknowledgment of Handbook Content indicates that you will not hold St. Michael Lutheran School, Christ for Kids Daycare or St. Michael Lutheran Church liable for any event relating to any preexisting medical conditions, disclosed or undisclosed.

Medications

Before any medication can be administered, a 'Medication Form' must be completed and signed by the parent. Medication Forms are available from the CFK staff. All medication must be in its original container. Prescription medicine must have the pharmacy label. All medications must not exceed the expiration date. School staff will not provide tools for measuring out medication dosages. Parents must provide this along with the medication. Parents should bring the form, medication in its original container, and measuring tool to the school office themselves.

***PLEASE NOTE:** The state requires a medication form be completed for sun-screen application. Please see any CFK staff member for sun-screen form.

Because some children may experience a reaction to medications, we ask that the parent administer ALL FIRST DOSES at least 12 hours before the child attends the school.

SAFETY

Weapons Policy

SMLS/CFK maintains a NO TOLERANCE policy regarding weapons. All students are prohibited from bringing weapons to school or school-sponsored activities, or having weapons on the school premises, school bus, or in the vicinity of the school. A weapon is any object which can be used to threaten or injure another and includes, but is not limited to - a firearm, knife, club, brass knuckles. State law requires the reporting of possession of such weapons to the local law enforcement agencies.

Expulsions/Suspensions (School-wide)

A student whose actions are in any way threatening to the welfare of the school, its students or staff, may be suspended for a period of up to three days or expelled depending upon the seriousness of the situation. Three behavioral detentions in a quarter may result in suspension. Six behavioral detentions in a quarter may result in expulsion. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

CFK reserves the right to remove a child from the Center upon the recommendation of the Director and the Board of Early Childhood Ministries should the child be considered a detriment to the other children and/or the program. Meetings will be set to discuss the issue with the parents, and if a course of action is not agreed upon, the parents will be given a 2-week notice for the withdrawal of their child. All fees must be paid in full at the time of withdrawal. We will try in every situation to work with the parents for the benefit of the child.

Discipline Policy

All school educational programs and other activities will be conducted in an environment of Christian love and support. Children will be guided to relate to each other with respect and understanding; and to understand the consequences of their actions and how they affect others. Self-control and cooperation will be facilitated, using positive methods of discipline.

SMLS strives to promote a Christian attitude when dealing with discipline. Rules and discipline will be administered with concern for the growth and safety of each child. Students will be held responsible for their actions. Positive discipline is achieved through proper modeling or from self-control. Self-controlled Christians control their behavior because they know that doing what is right and just is better than doing what is wrong. Discipline, in order to work, must be done with patience. The goal of our staff is to move students to practice the self-discipline they will need as they mature into adulthood. We hope that in knowing and respecting limits of behavior, our students will learn what is

acceptable in society, as well as the classroom.

Preschool specific discipline plan: In the event disciplinary action becomes necessary, staff persons will utilize the common steps of conflict resolution. The involved children will be guided in the use of conflict resolution as needed in order to empower each child with the ability to problem solve. The children's attention may be redirected to an appropriate activity. If necessary, the children may be directed away from the other children for a brief "time out" period.

Staff will encourage self-control and cooperation using positive methods of discipline. Children will be guided to understand the consequences of their actions and how their actions affect others.

St. Michael Lutheran School Receipt & Acknowledgment of Handbook Content

We have read the St. Michael Lutheran School Parent/Student Summer 2007 Handbook, and agree to abide by the established policies contained within.

Student Signature

Date

Parent Signature

Date