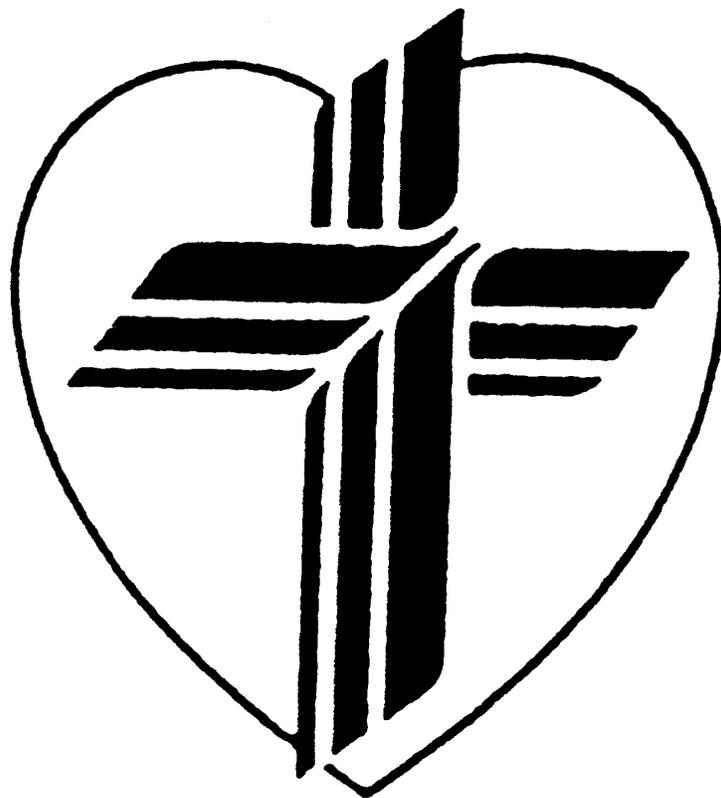


BETHLEHEM
LUTHERAN
SCHOOL



CELEBRATING
GOD'S LOVE

2017-2018
HANDBOOK

BETHLEHEM LUTHERAN CHURCH

1837 North Mountain Street
Carson City, NV 89703
882-5252 (Fax) 882-3664
Rev. Jedidiah Maschke

2017-2018 School Year

BETHLEHEM LUTHERAN SCHOOL

Offering Kindergarten through Eighth Grade
Mr. Lonnie Karges, Principal

School Board Chairman *Rachel Gansberg*
School Board Members *Vanessa Bernhard, Steve White,*
Kathy Jackson, and Heather Bugg

BETHLEHEM LUTHERAN EARLY LEARNING CENTER

Mrs. Debbie Winkelman, Director

3-Year-Old Class: 2 day, 3 day, or 5 days classes
Prekindergarten Class: Monday through Friday

SCHOOL HOURS

Doors open for all grades at 8:00 a.m.

EARLY LEARNING:	8:15 a.m. - 11:30 a.m.
KINDERGARTEN:	8:15 a.m. - 2:55 p.m.
GRADES 1 through 8:	8:15 a.m. - 2:55 p.m.

God made us and everything that exists and continues to care for us and everything He made. Though we do not understand everything about Him, we do know He loves us because He sent His Son Jesus Christ into the world to be our Savior.

Bethlehem Lutheran Schools are licensed with the State of Nevada Board of Education and the State Department of Child Care Services Bureau.

All teachers at Bethlehem Lutheran School are licensed by the State of Nevada.

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Revised June 2014

BETHLEHEM LUTHERAN SCHOOL

STATEMENT OF PHILOSOPHY

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

Holy Scripture teaches us that through diligent teaching we can make a proper defense of the faith. Our Lord Jesus Christ urges us to go into all the world and preach the Gospel, teaching and admonishing one another in His truth. Calling this to the attention of the Apostle Peter in his commission to all ages, Jesus asked him to "Feed my Lambs, Feed my Sheep." Knowing that the education of a child requires not only knowledge in human needs but also those of spiritual needs.

Like all schools of quality, Lutheran schools consider many sources of information in the design of their curriculum and instructional approaches. State standards, subject matter and instructional design experts, the research of professional organizations and the expertise of our faculties all contribute to the knowledge, skills and values we teach our students. In the end, however, we never lose sight of the individual child. As Lutheran Christians we are motivated, not by how we view the world, but by how God views us. We believe that God loves us unconditionally and sent His Son, Jesus Christ, to ensure that our relationship with God would never be broken. We believe that God reaches out to us individually; that He calls us into His family by name, and that He has a unique purpose for us in His creation. We want every child to experience that kind of love, compassion, encouragement and support in our schools and to know that they are valued for who they are. We strive to help each child discover their uniqueness and their strengths and to integrate both with what they learn.

Lutheran schools provide the opportunity for children to grow in their relationship with God knowing the love and forgiveness our Lord Jesus Christ has for them through His words in Holy Scripture, so that they know and love our Lord as Savior and are able to grow in their relationship with their Savior, their family, and their church.

Lutheran schools provide an alternative to public education for parents who desire an educational environment coupled with Christian principles and values, fostered by Christian faculty members.

Parochial education at Bethlehem is more than an alternative to Carson City education; it is an opportunity to bring the saving Gospel and the Way of Jesus to the lives of children. It is an integral part of our ministry in addition to our Sunday School classes, Bible classes, Vacation Bible School, and other educational outreaches. It is another effort to obey our Lord when he said, "If you continue in My Word, you are truly My disciples and you will know the truth and the truth will make you free."

THE SUPPORT OF THE SCHOOL

Bethlehem Lutheran School is owned and operated by Bethlehem Lutheran Church for the purpose of offering to families all the benefits of a Christian education. All members of Bethlehem Lutheran Church help to support the school through their regular offerings. In this way they share both the responsibility and the privilege of helping guide each generation into a rich and meaningful relationship with God, and a resultant life of love and service to their fellow man.

Because these contributions do not cover all of the preschool and day school's costs, school families are expected to pay a tuition to help cover the cost involved in providing this Christian education to their children. We consider it a privilege to serve other Christian families in the community. Prompt payment of all fees and tuition is of prime importance, otherwise an unfair burden is placed upon the congregation.

All families are expected to help in the Christian training of their children by their spiritual life in the home **and by their regular attendance at church**. Otherwise, the child may face conflicts between the teachings of home and school, and serious problems may arise.

ENROLLMENT POLICIES

Enrollment in the preschool 3-year-old or Prekindergarten class or in the day school's kindergarten class requires that the child have attained the age of 3, 4, or 5 respectively on or before September 30th. Children entering grade 1 must have attained the age of 6 on or before September 30th or have successfully completed kindergarten.

The Bethlehem Lutheran School Board has the right to refuse enrollment to children of non-members at their discretion. All children that are accepted may remain enrolled so long as the School Board feels capable of meeting their educational needs. No special types of remediation or training for learning disabilities are ordinarily available.

Once a child has been enrolled, he or she will have priority over any new applicant, provided that:

- a. The student is making satisfactory progress and continues in acceptable standing in the class.
- b. All fees and tuition are paid promptly and fully as they come due.

OPEN ENROLLMENT

Within the ages and grades provided in Bethlehem Lutheran School, children of Bethlehem Lutheran Church members shall have first priority and shall be enrolled in school before the children of non-members. The specific enrollment priority for kindergarten is as follows:

1. Children of members enrolled in Bethlehem Lutheran preschool.
2. Children of members not in Bethlehem Lutheran preschool.
3. Children of non-members from Bethlehem Lutheran preschool.

4. Children of non-members.

Exceptions to these priorities include:

- a. A child needing special services unavailable at Bethlehem Lutheran School in order to function successfully in the classroom.
- b. Children of parents who are unable to pay or arrange for payment of tuition.

Enrollment priorities for all other grades shall be children of church members first and non-members second (over and above those currently enrolled and moving into the following grade). Ability to pay or arrange for tuition and special education needs of a child remain exceptions to the enrollment priority.

ENROLLMENT LIMITS

Total enrollment limitations shall be determined annually based upon school room capacity, teacher availability, and state law and regulations. Maximum enrollment in any classroom is not to exceed 25 students.

IMMUNIZATIONS

The State of Nevada requires every student to have DPT, Polio, Measles, Rubella, Hepatitis A and B and Varicella vaccinations. Parents enrolling students at Bethlehem Lutheran School MUST bring proof of immunizations before a child's enrollment will be accepted.

STATEMENT OF NONDISCRIMINATION

Bethlehem Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

FEES AND TUITION

REGISTRATION FEE

Upon acceptance of a student into Bethlehem Lutheran School, a fee will be charged to cover some of the costs of textbooks, consumable workbooks, and art supplies. This fee is non-refundable, even if a child is withdrawn from enrollment prior to the beginning of the school year. If a child enters school after the first day of the school year, the entire fee is due, regardless of the number of days remaining in the school year.

TUITION

Parents who are not communicant members of Bethlehem Lutheran Church and whose enrolled children are not baptized members of Bethlehem Lutheran Church pay tuition according to the Regular tuition scale.

Parents who are members of Bethlehem Lutheran Church and whose children are baptized members, pay tuition according to the Active-member tuition scale, based on the following criteria (at least one parent must meet the requirements, in addition; it is expected that the child (ren) also attend church with their parent(s):

- 1. Be a communicant member of Bethlehem Lutheran Church;**
- 2. Attend church a minimum of twice a month;**
- 3. Partake of Holy Communion at least once a month; and**
- 4. Be good steward of one's time, talents, and treasures.**

In cases of extreme financial hardship, financial aid may be available. Financial Aid applications are available in the school office.

TUITION PAYMENTS - Parents will have the option of either paying tuition in full by June 15th and receiving a \$100 discount per family or making payments to FACTS Tuition Management. Payments returned to FACTS unpaid a **2nd time will have a \$15.00 fee added.** FACTS fee can be found on your FACTS Tuition Payment Agreement.

If you have questions regarding your tuition account, you may call the school office at 882-5252 ext. 100 or FACTS Tuition at 1-800-624-7092.

In the case of students entering school after the first day of the school year, or withdrawing prior to the closing day of the school year, tuition payments due or payments to be refunded are based on school quarters. Any portion of a quarter that a student is enrolled constitutes a whole quarter.

RETURNED PAYMENT TO BLS - A bounced check fee of \$15.00 will be charged for a returned check received in the school office.

VISITOR AND VOLUNTEER POLICY

Our world has changed forever, good and bad. During the course of the day, many of you stop by to visit your child or volunteer in the classroom. We require that all visitors, parents, helpers, and volunteers please stop by the school office and pick up a visitor's badge and sign in or out as needed. Signing in and out allows the office to contact our volunteers in the quickest manner possible. The badge will reassure staff, students, and parents that our school is a safe place. We are also locking all of our outside doors and requesting that you enter through the front double doors.

ILLNESS

If your child is vomiting or running a temperature of 99 or higher, please keep them home for 24 hours after the vomiting has stopped or the fever has broken. This helps to cut down on children spreading the virus to one another.

If your child shows any signs of an oncoming illness, please be sure to keep the home, both for your child's well being and that of the other children and staff.

CURRICULUM

Bethlehem Lutheran School's curriculum meets or exceeds the requirements of the State of Nevada. In addition, all standards are intended to impart a high quality Christian education to all students. All textbooks come from well known, reputable publishers. These texts, utilized by dedicated, fully prepared, experienced and qualified teachers, provide the basis for a solid education for your child.

RELIGIOUS INSTRUCTION

Bethlehem Lutheran School has as its primary goal to provide opportunities for each student to grow in a personal relationship with Jesus Christ. All grades have religion classes and worship periods. A children's chapel service is held weekly.

All students are responsible for the completion of their assignments in religion.

Part of a child's religious education is regular attendance in church and Sunday school. Students who are members of Bethlehem Lutheran Church must be regular in attendance in order to maintain qualification for member tuition rates.

PHYSICAL EDUCATION

All classes at Bethlehem Lutheran School have regular physical education periods. The classes are planned to provide necessary exercise and the development of skills and muscle control as well as basic knowledge of games and their rules. Another goal is growth in the child's handling of social relationships.

MUSIC

Bethlehem Lutheran School offers regular music classes for students Kindergarten-8th. Upper grades will have a choice of choir or speech/drama. Each choir level will be required to sing in church 2 times a year and at 2 school programs. Dates are listed on the school calendar.

Music lessons are offered through private instructor, Mr. Joe Navarro, at Bethlehem Lutheran School during school hours. You are responsible for making arrangements with Mr. Navarro.

SCHOOL TEXTBOOKS AND EQUIPMENT

All school textbooks, supplies and instructional equipment used by a student become his responsibility, and if lost or damaged, the student will be expected to pay for the replacement of such items.

Any student who willfully injures the person or property of others, including school property, is liable for the damages incurred.

LIBRARY

Each classroom has a collection of library books which are available to be checked out. Children and parents are encouraged to care for the books and return them to the school by their due date. Lost books should be replaced. Reference books such as encyclopedias are not to be checked out. Bethlehem Lutheran School realizes that it will not be possible to stock books on every subject in the wide range of a child's interests and therefore encourages parents to help children make use of the excellent collection at the local public libraries.

HOMEWORK

Homework will be required of Bethlehem Lutheran students. The amount depends on the particular grade level and activity. Parents are encouraged to participate in the student's homework activities.

REPORT CARDS

Report cards are issued quarterly. In addition, parent-teacher conferences are held after the first and third grading periods. Other conferences are on an "as-needed basis."

HOME-SCHOOL COMMUNICATION

School newsletters, bulletins, calendars, etc. will be sent home from time to time. School folders containing corrected assignments and tests are sent home weekly. We ask that you read these communications and keep them for future reference.

FIELD TRIPS

Students may leave the school grounds or be released from school only with the written permission of the parent or guardian. A separate permission slip is required for each field trip. These will be distributed by the teacher and will be held on file in the school office.

SCHOOL ARRIVALS AND DEPARTURES

Students may arrive for school no earlier than 8:00 AM. Students are to leave within 15 minutes after school is dismissed unless they are in the extended day care program. Information concerning this program is available from the school office (see page 17). Students arriving late or leaving school due to illness or appointments should check in/out through the school office.

ATTENDANCE AND TARDINESS

Please call the school office **before** 8:15 AM if your student is going to be absent or tardy. We must have either a written note or a call from a parent for each absence. Absences due to a doctor or dental appointment are not counted if verified by a note from the doctor or dentist upon return to school. Students are tardy if not in their classrooms and in their seats at roll time. **THREE TARDIES TO SCHOOL OR CLASS PER QUARTER MAY RESULT IN A ONE DAY SUSPENSION AT HOME. THE SUSPENSION WILL BEGIN ON THE FOURTH TARDY!!**

Teachers must be given written advanced notice (minimum one week) when a student will be absent during a non-scheduled vacation period. Students will be expected to complete assigned work **BEFORE, DURING, OR AFTER** the absence takes place, according to his/her teachers instructions. If the teacher does not receive written notification in advance, they will not be required to prepare make-up work for the student.

Excessive absences may result in the retention of your child. Cases will be evaluated on an individual basis by the classroom teacher and the principal.

TRANSPORTATION

Bethlehem Lutheran School does not operate a school sponsored system of student transportation. However, every possible effort will be made to assist parents in arranging car pools with nearby families.

TELEPHONE

During the school day, school related calls are taken by the church and/or school office. In non-emergency situations a message will be relayed to your child. Students will be permitted to use the telephone only in emergency situations or in cases of unusual or extenuating circumstances.

CELL PHONES & PICTURES PHONES

Cell phone problems are rampant in schools across the country. This policy exists to avoid the following documented issues that have occurred in other schools:

- Phone bullying and harassment
- Cheating through text messaging
- Contact with unsafe or improper individuals
- Students unwittingly giving out private information
- Classroom distractions

For the Safety and protection of our children all cell phones shall be turned off while on campus. **This includes picture phones.** They may be used only with the permission of and in the presence of school staff. They will only be used for the reason stated to the staff person. Any non-compliance will result in the confiscation of such phones.

LUNCHESES

Students may bring a sack lunch from home or purchase hot lunch. Hot Lunch must be purchased in advance. Microwave ovens may be available in classrooms for warming up food items.

FIRST AID

Classrooms are equipped with first aid supplies, and teachers will administer first aid for minor injuries. If a child is seriously injured, he will be transported to Carson-Tahoe Emergency Room. Parents will be contacted immediately. Parents enrolling children will be asked to sign an emergency medical release form at the beginning of each school year.

BAD WEATHER & SCHOOL ALERTS

Bethlehem Lutheran School might follow the public schools in determining when to close because of bad weather. Information regarding snow days, late start days, or school emergencies will come to you via phone call, email, and/or text through RenWeb.

Bethlehem Lutheran School Modified School Uniform Information

Uniforms can be bought through: The Graphics Factory in Carson City - 775-888-2000

Uniform clothing must be purchased accordingly by gender through Campus Club or elsewhere, provided they are the same color and style as the items listed. Examples of styles are on the webpage under school uniforms and supplies.

Bottoms

- Skirts/skorts, jumpers, pants, capris, and shorts are to be a solid color **cotton or twill**. Denim jeans may be worn on non-chapel days. Skirts/shorts, jumpers, and shorts are to be no shorter than one inch above the knee. Capris are to be between the calf and ankle. No low-rise pants. No cargo type clothing (large outside pockets) will be allowed. Please allow for student growth when hemming. **Colors are blue, black, and khaki.**

Upper clothing

No LOGO other than BLS is to be worn on any shirt, sweater, sweatshirt or jacket. **Colors of shirts, sweaters, sweatshirts, or jackets are white, maroon, gray, red, navy, or hunter green.**

- A polo shirt or button-up shirt/blouse, long or short sleeved in solid color is to be worn at all times. A solid colored turtleneck may be worn under a collared shirt. Shirts and blouses must be neatly tucked in at all times while on campus or school sponsored activities.
- Sweaters are to be V-neck, crew neck, or cardigans in solid colors. They must be worn over a proper shirt.
- Sweatshirts may be zippered or pullover with or without a hood and solid in color. They are not to be worn in the classroom.
- Light weight jackets or windbreakers are to be plain, solid color.
- Heavy jackets should reflect the values of Bethlehem Lutheran School.

Chapel attire

A shirt and Docker type pants for boys and skirts or jumper and shirt for girls. *Styles of clothing are listed above.* **There will be no shorts or skorts worn on chapel days.**

Additional items

- Socks, tights, and leggings **must be solid in color**. Leggings must be **ankle to waist** and may be worn under dresses and skirts only. Socks or tights must be worn at all times.
- Belts are options, as long as shirts stay tucked in and pants stay up. Belts must be **solid black or brown** made of vinyl, leather, or canvas.
- Shoes must be plain tennis or oxford type. All shoes must have closed toes and heels. No sandals, sling backs, crocs, clogs, or boots of any kind may be worn. Snow boots may be worn to school **during the winter when there is snow on the ground**. **However**, shoes will be needed for the classroom.
- Hats and head coverings are not to be worn in the classroom. Winter hats may be worn outside during the winter. Baseball caps can be worn at recess if worn the proper way.

All clothing is to be clean, unstained, and in good repair; not tattered, torn, oversized or baggy.

Boys

- Hair is not to exceed collar and should not hang longer than the eye brows in front
- May not wear earrings
- No visible tattoos, body art, markings, or defacements

Girls

- Hair must be of modest style and should not hang longer than the eye brows in front. Hair should be of **your natural color**
- Piercing in ears **only** with no more than two earrings per ear. No dangling earrings or hoops larger than a dime.
- Cosmetics worn modestly and discreetly for 7th and 8th graders only
- No visible tattoos, body art, markings, or defacement

BLS Spirit Dress Guidelines

You may wear a solid gray or maroon shirt or any BLS shirt purchased through the school **with** uniform bottoms. **ALL** shirts must be tucked in. Otherwise you must be in school uniform.

Free Dress Day Guidelines

As a reward the principal may declare a “Free Dress Day.” On those days, students are expected to exercise good judgment in the choice of their apparel. Length requirements must be respected. Spaghetti straps are not allowed, shoulders must be covered. Nothing too tight or revealing will be permitted. Shoes with closed toes and heels must be worn at all times. Students who do not use good judgment will have the privilege revoked.

Practice Uniforms

Practice and P.E. clothing can be purchased through the school office as required by the teacher or coach.

Consequences

Parents will be called to bring new clothes or the student will wear school provided clothes. **Not following the rules is a choice and a matter of the heart.**

The preceding dress code is for all students attending Bethlehem Lutheran School and is in effect from the time the student arrives on campus until the student leaves campus. The dress code is also in effect when students attend school sponsored activities. Parents and students will be notified in advance when there are any exceptions to the dress code. ***The School Board designed this dress code recognizing that there is a difference between boys and girls clothing. We are trying to teach modesty, respect, and taste.***

The purpose for our dress code is to make daily preparation for school easier on parents and children and to assist students in developing attitudes of respect for self and consideration for others. As each student demonstrates concern for his/her appearance, the entire student body will be benefited, and the testimony of the school will be a positive one in the community. ***The student’s dress is a direct reflection on the student, his or her family, and Bethlehem Lutheran School.***

Dress code decisions are made solely by the school faculty and administration and are not subject to appeal.

Updated January 2016

AUTHORITY

God is the basis of all true authority. Parents and teachers are God's representatives on earth. Every student owes implicit obedience to the teacher(s), to the pastor and to the administrator at all times. The teacher or substitute stands in the place of the parents during school and has the right to administer appropriate discipline (training and correction). He or she shall speak with authority on all matters of school policy.

DISCIPLINE

Bethlehem Lutheran School strives to help children grow in faith and become more Christ-like in their actions. When a child displays selfish and unloving behavior, we want to correct the situation and avoid similar mistakes in the future.

Often only a word of admonition and forgiveness is needed, but if necessary a suitable consequence will apply. Corporal punishment will never be used.

Discipline begins in the home. The home sets the atmosphere for the school. A child who is not disciplined (trained and corrected) in the home may be a problem at school. This may finally lead to his/her dismissal.

Directly related to discipline is the maintaining of a suitable education and Christian atmosphere in and outside the classroom. Because an orderly and calm classroom will present a better learning situation for all students, each teacher has classroom and playground regulations, which will best benefit all children. These are enforced. Conscientious parents will recognize the wisdom and validity of the following standards and will see to it that they are followed.

SERIOUS BEHAVIOR PROBLEMS

The principal of the school shall have the authority to place a student on disciplinary probation or to suspend a student from attendance at Bethlehem Lutheran School. The period of suspension shall not exceed ten school days and the student may not return if there are any unmet obligations, example...counseling. Such action will be reported in a timely manner by the principal to the School Board. Any suspension may be appealed by the parent to the Principal of the School. **Any suspension longer than 10 days must be approved by the School Board.**

Expulsion of a student from the school will take place only as an action of the Bethlehem Lutheran School Board, and will be a result of noncompliance on part of the student in prior efforts to resolve the issue of the law requires us to take immediate action. If expulsion of a student is to be considered, the School Board will take the following steps:

1. The recommendation for expulsion shall be brought to the School Board by the Principal, along with evidence to support this recommendation.
2. The meeting to consider expulsion shall take place within the ten day suspension period. Any additional necessary meetings will take place within thirty days of the first meeting.
3. The student under consideration for expulsion, along with his/her parents, may appeal the proposed expulsion in a separate meeting with the principal and a school board representative. This meeting must take place before the school board expulsion meeting (within 10-days suspension period). The meeting will center on the student's appeal and any recommendations that may be made and implemented by the staff and parents to help the student. Adequate time will be made available to present a compelling reason not to expel the student.

Suspension and Expulsion infractions include but are not limited to:

- Flagrant disrespect for a faculty or staff member
 - Possession of and/or use of tobacco, alcohol or narcotics
 - Physical violence and/or harassment to others
 - Threatening violence to others
 - Verbal violence and/or harassment
 - Possession of a weapon
 - Continued use of inappropriate language
 - Stealing
 - Willful destruction of property
 - Truancy
 - Continued refusal to accomplish tasks
 - Continued disruptive behavior in the classroom, fieldtrips, church, after-school functions, or playground.
4. Reentrance to the school will not be considered
 5. To cooperate fully with the discipline procedures of other schools, Bethlehem Lutheran School will not enroll any students who are under suspension/expulsion from another school until such suspension/expulsion has been completed.
 6. Any parent or student not revealing the full circumstances of suspension or expulsion will be denied enrollment, or enrollment will be immediately terminated.

SPECIAL CONCERNS

Sometimes parents have concerns regarding a particular classroom problem, and we find that these concerns are expressed to other parents and teachers, but not to the teacher involved. Therefore, we respectfully request that the following sequential steps be followed:

1. Discuss the problem with the individual teacher.
2. If no amicable agreement is reached, please inform the teacher of your intention to meet with the principal. Then make an appointment and meet with the principal regarding your concerns.
3. The parent(s) may put their concern into writing and explain what further resolution they feel is necessary. The parent may drop off the letter in the school office to be forwarded to the School Board Chairman.
4. We hope these steps will help resolve matters by providing a Scriptural sound way to proceed.

DAYCARE PROGRAM **Mrs. Debra Winkleman, Director**

Extended Daycare is open from 7:00 a.m. - 8:00 a.m. and from 11:30 a.m. - 5:30 p.m. Extended Daycare is available on a first come, first serve bases for children enrolled in school or pre-school during periods school is not in session. Our before and after school policy is as follows:

Early morning daycare begins at 7:00 a.m.

Any child arriving at school **before** 8:00 a.m. must be signed up for and attend daycare. They will be charged according to the hours they are signed up for.

After school daycare begins at 3:00 p.m.

Any child signed up for after school (3:00 p.m.) daycare will be allowed to attend and will be charged according to the hours they are signed up for.

Any child not signed up for daycare and not picked up by 3:00 p.m. will be taken to the school office at which time the parent will be called to come and pick the child up. A fee of \$10.00 per every 15 minutes, per child, starting at 3:00 p.m. will be charged.

Our school and preschool are fairly well described in our school handbook, but we have done little to describe our daycare program. We are now fully licensed as a separate entity.

We continue to have inquiries in our program, and if we are to judge by comments by parents and other users, we have a good program.

We will continue to review and revise programs and procedures as it appears to be necessary and desirable.

All daycare material, forms, and information may be obtained from the Director.

If you have any questions concerning the daycare program, hours, and other details, please call Mrs. Debra Winkleman at 882-5252.

Volunteers

The school has a number of dedicated volunteers among the parents of our school children. Most of this volunteer work is done while the children are in school, but occasionally younger children need Daycare.

During the times that volunteer mothers are providing service to the school, their children may **OCCASIONALLY** be placed in the Daycare Program without charge **under the following guidelines:**

- **Provided space is available on the day needed**
- **Arrangements must be made with the assistant director in advance**
- **Daycare must have a completed application on file**
- **Volunteer parent must remain on the premises**
- **The Daycare is not used on a regular basis**

If volunteer mothers will be using the Daycare Program more than once a week during the time they will be providing service to the School **a registration fee must be paid to the Daycare and a charge will be incurred if used on a regular basis.**

It is important that children of volunteers be signed in with a staff member and remain in the daycare supervision during the assigned time in order to avoid confusion. Daycare supervisors are required to account for all children in their care at all times.

Extended Daycare Guidelines for Parents

1. Daycare is for Pre-School through 8th grade only. No child will be enrolled unless fully toilet trained and three years old.
2. Immunization records must be on file for any child enrolled in daycare.
3. Daycare hours are 7:00 a.m. - 8:00 a.m. and from 11:30 a.m. - 5:30 p.m. Please pick your child up at or before 5:30 p.m. A late fee of \$10.00 per every 15 minutes, per child is charged starting at 5:30.
4. A weekly rate is charged dependent upon the number of hours used. Daycare charges must be paid weekly and kept current at all times.
5. Have your child put lunch box, jacket, and backpack in designated areas.
6. Sign child in on the computer.
7. Please provide your child with a lunch including a drink.
8. Any special instructions or requests must be in writing, delivered, and discussed with the daycare Director. If the Director is unavailable, please leave instructions with daycare employee.
9. Dress your child in the appropriate clothing according to weather conditions.
10. Rest time is from 1:00-2:30. Mats are provided for napping children. Naps are not required.
11. Children who stay for rest period must supply their own pillow and blanket according to health regulations.
12. Any child with a fever of 99° or higher is not permitted at daycare per health regulations. (Posted on bulletin board.)
13. Any child with communicable diseases, as listed on posted sheet on bulletin board, is not permitted at daycare until released by the family physician.
14. Please be sure to check for your child's belongings when picking them up. (THIS INCLUDES DESIGNATED CUBBIES.)
15. Sign your child out on the computer to ensure being charged the correct hours.
16. Daycare employees will not allow children to leave with anyone other than assigned persons noted on form unless we have written permission from the parent(s). We can not, by law, take phone calls.
17. Any questions or problems regarding billing, your child, or daycare, should be directed to the daycare Director.
18. Only children signed in at daycare, volunteer or otherwise, are permitted in daycare. Anyone else may be asked to leave.