

BETHLEHEM
LUTHERAN
SCHOOL
HANDBOOK



CELEBRATING
GOD'S LOVE

BETHLEHEM LUTHERAN CHURCH

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

2020-2021 School Year

BETHLEHEM LUTHERAN SCHOOL

Offering Kindergarten through Eighth Grade
Mr. Lonnie Karges, Principal

School Board Chairman *Heather Bugg*
School Board Members *Alisha Lamprecht, Diane Drumm,*
Jeanne Denison, and Janelle Davey

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 2020

BETHLEHEM LUTHERAN SCHOOL

MISSION STATEMENT

Bethlehem Lutheran School Provides the opportunity for children and parents to grow in their relationship with Jesus Christ, to experience God's love, forgiveness, compassion, encouragement, and support, and to know they are valued.

We strive to educate and assist each child in developing their God-given gifts and strengths and integrate these qualities with their applied knowledge of the Bible and school curriculum.

Statement on Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Bethlehem Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to the Bethlehem Lutheran Church and School members and the community, it is imperative that all persons employed by Bethlehem Lutheran Church and School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Bethlehem Lutheran Church and School.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

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

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.

ENROLLMENT

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 or pass a developmental assessment.

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. Special types of remediation or training for learning disabilities are not available.

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

1. Follow enrollment deadline on FACTS.
2. The student is making satisfactory progress and continues in acceptable standing in the class.
3. 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.

ENROLLMENT LIMITS

Total enrollment limitations shall be based upon school room capacity, teacher availability, and state law and regulations. Maximum enrollment in any classroom is not to exceed 25/26 students.

IMMUNIZATIONS

The State of Nevada (NRS 394.192 Immunization of pupils) requires every student to have DPT, Polio, Measles, Rubella, Hepatitis A and B, Varicella, Tdap, and MCV4 vaccinations. Parents enrolling students at Bethlehem Lutheran School MUST bring proof of immunizations or immunization exemptions before a child's enrollment will be accepted.

FEES AND TUITION

REGISTRATION FEE

Upon acceptance of a student into Bethlehem Lutheran School, a fee will be charged to cover a portion of the costs of textbooks, consumables, technology (i.e. mobile labs) 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 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):

- A. Be a communicant member of Bethlehem Lutheran Church in good standing.*
- B. Attend a minimum of 50% of Sunday morning worship services at Bethlehem Church, including partaking of Holy Communion. Please fill out the communion registration card when you attend, since this is how we track attendance for parents.*
- C. Tithe to the church. This may be done by giving offerings on Sunday or setting up automatic or online giving.*
- D. Contribute of your time and talents so that the church may be built up and promoted.*

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.

In cases of extreme financial hardship, financial aid may be available. Financial Aid applications is to be filled out through FACTS Grant and Aid.

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 the Financial Institution's amount will be charged for a returned check received in the school office.

SCHOOL GUIDELINES AND POLICIES

VISITOR AND VOLUNTEER POLICY

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.

ILLNESS

If your child is vomiting or running a fever (100°F or 38°C) or higher, please keep them home for 24 hours after the vomiting has stopped and/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 keep them home, both for your child's well being and that of the other children and staff.

SAFE SUN EXPOSURE

A student may wear/apply their own sun screen when they go outside and they may wear appropriate caps/hats and UV outerwear that conforms to the school dress code when they are at outdoor recess.

CURRICULUM

The information about the curriculum that Bethlehem Lutheran School is using can be found on our website at www.bles.org under prospective students.

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 required 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.

Regular church and Sunday School attendance are suggested.

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. Students will only be excused with a doctor's note and resume activity with a doctor's release.

MUSIC

Bethlehem Lutheran School offers regular music classes for students Kindergarten-5th. Two Sunday church service performances, the Christmas and Spring program are required. Seventh and eight graders may take choir as an elective. Sixth grade receives recorders/music appreciation. Required dates are listed on the back of our school folders.

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.

ELECTIVES

Middle school students, 6th-8th, have elective choices. Electives are a Tuesday/Thursday and Wednesday/Friday format. Some electives have required performance dates. Elective sign up is held the first week of the school year.

SCHOOL TEXTBOOKS AND EQUIPMENT

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

Any student who willfully damages property of others, including Bethlehem Lutheran Schools 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.

HOMEWORK

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

REPORT CARDS

Report cards are issued quarterly. In addition, parent-teacher conferences are held on the middle of 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 via email. 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.

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 **must** check in/out through the school office. **Students will not be released after 2:40 pm.**

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 counted as Excused Absence if verified by a note from the doctor or dentist upon return to school. Students are tardy if not in their classrooms at 8:15 am.

The Bethlehem Lutheran Staff believes that being on time for school is essential to a student's academic growth. The loss of classroom interaction at the beginning of the day often affects a child throughout the whole school day. Classrooms begin their day promptly at 8:15 am. The commotion caused by a late student is a disruption to the whole classroom; it can be difficult to regain classroom continuity. Even if there was good reason for being late, we ask that you would make every effort to be on time.

Through regular on-time attendance students will increase their classroom success and academic skills; therefore, the goal for all students in our school is uninterrupted daily attendance to the maximum extent possible.

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 the absence takes place OR DURING the absence, 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. Please contact the office for assistance.

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 at the teacher's discretion.

CELL PHONES

Cell phones shall be turned off while on campus. 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.

LUNCHES

Students may bring a sack lunch from home or purchase hot lunch. Hot Lunch must be purchased in advance.

FIRST AID

Classrooms are equipped with first aid supplies, and teachers will administer first aid for minor injuries. Parents will be contacted immediately for any serious injury. Parents enrolling children will sign an emergency medical release form in the enrollment process.

BAD WEATHER & SCHOOL ALERTS

Information regarding snow days, late start days, or school emergencies will come to you via phone call, email, and/or text through FACTS Family Portal.

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 Graphics Factory, 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

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

Upper clothing

No LOGO other than BLS is to be worn on any Polo dress, shirt, sweater, sweatshirt or jacket. **Colors for the above listed items are white, maroon, gray, red, navy, or hunter green.**

- A polo shirt or button-up shirt/blouse, long or short sleeved in solid color are the only shirts allowed. A solid school color 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, solid in school colors, and **MUST have the BLS logo**. 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 Dockers type pants for boys and skirt or jumper and shirt or a Polo dress 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 Polo dresses, jumpers, 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. 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 **a 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

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 teacher or coach as required.

Consequences

Parents will be called to bring new clothes or the student will wear school provided clothes.

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.***

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.***

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.

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

Updated November 2020

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.

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.

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.

SUSPENSION

A student may be suspended from classes for inappropriate actions or attitudes or repeated infractions of school regulations. Parents will be notified immediately by phone of the suspension. A suspended student will be reinstated to class at the discretion of the principal. A conference with the student, parents/guardian, and appropriate school personnel is required before a student may be reinstated in the class.

A suspension may assume either of the following forms or a combination thereof:

1. On campus suspension: The student may be required to report to a specific place on campus during school time. The student shall be assigned academic work to make up for the loss of class time.

2. Home suspension: The student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of class time.

Students on suspension are ineligible for athletics and all other extra-curricular activities. School work or tests given during the time of the student's suspension may not receive full credit. All suspensions must be documented and will become part of the student's permanent record.

If a student is suspended two times in the same semester, that student may be expelled from Bethlehem Lutheran School if the behavior demonstrates "continued willful disobedience that remains unresolved".

EXPULSION

Pupils at Bethlehem Lutheran School will be expelled at the discretion of Bethlehem Lutheran School, usually for a clear and serious cause. When a student is expelled, the student and parent/guardian will be notified of the reasons for the expulsion. Reasons for expulsion include, but are not limited to:

1. Flagrant disrespect for a faculty or staff member.
2. Use, sale or possession of narcotics, alcohol or tobacco or any illegal substance.
3. Possession of a weapon at school or a school sponsored activity.
4. Stealing, Vandalism or theft of school property.
5. Assault or battery or any threat of force or violence directed towards any school personnel or pupil.
6. Habitual truancy.
7. Continued willful disobedience of the school's behavior standards that remains unresolved by the previous disciplinary measures.
8. Continued use of inappropriate language.
9. Parents unsupportive of the staff or the rules and decisions of the school.

Parents may appeal the decision to expel to the Head Pastor and School Board Chairperson or designated School Board representative only if the evidence upon which the decision was based is viewed as insufficient or inaccurate. The appeal must be in writing and presented to the Head Pastor within 3 working days of expulsion.

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 basis 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.

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, which runs from 11:30am-5:30pm, 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 3 year old through 12 year old. (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 category you choose. Daycare charges must be paid weekly and kept current at all times.
5. Children will have designated areas for their lunch box, jacket, and backpack.
6. Sign your child in and out 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 100° or higher is not permitted at daycare per health regulations.
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. 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 cannot, by law, take phone calls.
16. Any questions or problems regarding billing, your child, or daycare, should be directed to the daycare Director or school office.
17. Only children signed in at daycare, volunteer or otherwise, are permitted in daycare. Anyone else may be asked to leave.