



Saint Luke's Day School

## **Parent Handbook**

**Saint Luke's Day School**

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### **MISSION STATEMENT OF SAINT LUKE'S EPISCOPAL CHURCH**

Empowered by God's grace, through Word and Sacrament, Saint Luke's embraces the mission of becoming an open, inviting and serving community where with Jesus Christ as the center of individual and corporate life, the gospel is modeled and proclaimed.

### **MISSION STATEMENT OF SAINT LUKE'S DAY SCHOOL**

Our mission is to promote social, emotional, physical, cognitive, and spiritual growth in a safe and loving environment for children, infants through Pre-Kindergarten. Your child will receive a low student-teacher ratio, age appropriate, hands-on learning experience in a Christian environment, and a wide range of activities involving language, math, science, art, and much more.

### **ENROLLMENT PROCEDURES**

Saint Luke's Day School offers programs for children ages 2 months to 5 years provided Saint Luke's Day School can meet his/her needs. Enrollment shall be granted without discrimination in regard to sex, race, color, religion or political belief. Applications from children with disabilities are welcome and efforts will be made to accommodate these children. Priorities for admission are as follows:

1. Children currently enrolled in the program
2. Siblings of children currently enrolled
3. Church Members not enrolled
4. Waiting list, which will be based on availability and schedules

Interested families are invited to tour the school, meet the staff, and review and complete all necessary paperwork prior to enrollment. Upon receipt of the completed application and fees (if applicable), placement will occur on a first-come, first-served basis with priorities given in accordance with the list above.

### **CLASS PLACEMENT**

Children are placed in classrooms based on the following criteria: age, boy/girl ratio, developmental level, teacher input, school district and personalities. If you wish to request a specific teacher or request your child be with a particular child, you must submit a request in writing to our day school director. **All requests will be given consideration, but cannot be guaranteed.**

### **STUDENT RECORDS**

Each child enrolled at Saint Luke's Day School must have an updated record with all state and school required forms. This file is confidential, and will be shared with other staff members only as required to meet the needs of the child.

Emergency contact information must be reviewed by the parent at least once a year for accuracy and updated as needed. Medical records are required to be updated annually, or whenever the child's immunization status changes.

## **REPORTING CHILD ABUSE**

We are required by the State of Alabama to report any and all instances of **suspected child abuse or neglect**. When a staff member has information or evidence of suspected child abuse, the administration of Saint Luke's will be informed and the Department of Human Resources (DHR) may be contacted. DHR will determine what, if any action will be taken.

## **CURRICULUM AND ENRICHMENTS**

The educational goal at the Day School is to utilize fun and creativity to foster a love of learning. We challenge our students by promoting inquiry and discovery through exploring the world around them. This instills a sense of confidence in their ability to master new situations and tasks through reasoning. Your child will be exposed to a variety of teaching methods so that he/she will be ready to enter any elementary school.

Our teachers, methods of learning and curriculum, reinforce and encourage each child's ability to enjoy learning and desire to continue learning. Children are given opportunities throughout the day to express their own creativity to use their imagination in a challenging environment promoting socialization, exploration and discovery.

In addition to our curriculum, the Day School promotes learning through Chapel, Atrium, Music and Movement, Foreign Languages, Computer, Gymnastics, Art, TaeKwonDo and other enrichments (both included in tuition and for additional fees).

**Chapel (included in tuition)** is a carefully designed worship with singing, prayer and developmentally appropriate Bible stories led by our Day School Chaplain. Children three and four years old, and in the second semester of school for the two year olds attend chapel weekly. Chapel occurs at the end of the day and we would love for parents to join us before picking up your child.

**Catechesis of the Good Shepherd (included in tuition)** is a child-led experience that is both practical and holy, and takes place in a special room called the **Atrium**. In the Atrium, three and four year olds practice respect for others while celebrating all the wonder of God's reaching out to us. The atmosphere is serene and quiet, a place for prayer that is spoken and sung and communicated through the work of the children's hands. There is no other place like it, and we are blessed to have one at Saint Luke's Day School.

**Music and Movement (included in tuition)** is a class that is offered once a week for children ages one year and up. This class enables children to exert energy and promotes the development of motor skills through music and movement activities such as, rhythm, balance and creative dance.

**Music Together (additional fee)** is a morning enrichment music class that we will offer once a week. This class will be the essential Music Together class, one that children and parents can attend from birth through age four. This basic class follows the recommendations of child development researchers—grouping children of a variety of ages because this fosters natural, family-style learning. Younger children enjoy watching and imitating older ones; older children learn by leading younger ones; and adults are happy because the children in the family can go to class together. Each child participates at his or her own level in singing, moving, chanting, listening, watching, or exploring musical instruments. Any caregivers—parents, grandparents, nanny—can bring the children. The whole family is welcome for this important family music experience. Ages infants and up.

**Spanish and Sign Language (included in tuition)** are offered to our children in addition to their everyday curriculum. We will have a licensed instructor come in once a week. Spanish is offered to the three and four year old classrooms, and Sign Language is offered to all classrooms.

**Computer** is offered two ways at Saint Luke’s Day School. **CompuQuest (additional fee)** comes to our school once a week and offers an instructional, developmentally appropriate computer class. Ages 3 & 4.

We also have computers in our three and four year old class. The children may participate in developmentally appropriate games at interest centers during class.

**Gymnastics (additional fee)** is offered by a local company in the area. They come in once a week and offer a program that is a unique and innovative way to teach gymnastics and gross motor skills to preschoolers and toddlers. The participants of the class will participate in activities such as balance beams, trampolines, bars, rock wall and other fun equipment designed for young children. It is an early childhood movement program set in a non-competitive environment. Ages 18 months and up.

**Art classes (additional fee)** are offered through two different approaches to art: **Abrakadoodle and Young Rembrandts**. Both of these art programs come to our school once a week. Abrakadoodle classes are for children 2 to 5 years old and offer an opportunity to explore their imagination and foster their creativity. Young Rembrandts uses a drawing curriculum that helps children master fine motor skills. Children can choose either or both art classes. Abrakadoodle ages 18 months and up. Young Rembrandts ages 3 & 4.

**TaeKwonDo (additional fee)** is offered by TaeKwonDo Plus Academies. A certified instructor will come to our school once a week and offer children the opportunity to gain knowledge and experience in taekwondo. 4 year olds only.

**Playball (additional fee)** is offered once a week. A program that uses sports as a means to provide children with a sound base to develop every aspect of their lives. It creates a structured environment where children are exposed to a variety of skills. Ages 2 and up.

## **HEALTH AND SAFETY PROCEDURES FOR CHILDREN**

The health and safety of the children is very important to the staff at Saint Luke's Day School. By monitoring each child's health status, teachers are able to maintain a better environment for the entire class. Please ensure that the following health and safety precautions are taken seriously.

**Exclusion/Inclusion from School** - In developing a policy for exclusion and inclusion due to an illness, Saint Luke's Day School utilizes guidelines developed by the Jefferson County Department of Public Health in their manual, "Disease Control in the Child Care Center and Pre-School", as well as the "American Academy of Pediatrics". Remember these are guidelines only. Every possible health situation cannot be anticipated and the Program Director may make decisions as needed on an individual basis. These decisions will be made in the best interest of the child as well all children and staff in the program.

### **Criteria for Inclusion**

In general, children may return to school when they have been symptom free for 24 hours or have a doctor's written permission. A child excluded from the program that is placed on antibiotics must be on this medication for 24 hours before returning to the program. Some instances will require doctor's permission.

### **Criteria for Exclusion**

1. Increased tiredness, increased irritability, increased crying and uncontrolled coughing (will require doctor's permission).
2. Axillary fever of 100 degrees or more, and/or accompanied by other behavior changes/symptoms.
3. Uncontrolled diarrhea (two or more episodes in a 24-hour period)
4. Vomiting (two or more episodes in a 24-hour period)
5. Mouth sores with drooling (will require doctor's permission)
6. Eye Drainage
7. Rash with fever and/or behavior changes or a rash without fever that continues to spread.

Guidelines for more specific diseases are included in the Jefferson County Manual. These guidelines will be utilized in control of those specific diseases.

**Blue Immunization Forms** – Blue immunization forms are required prior to enrollment unless one of the following state forms is provided:

- Alabama Certificate of Medical Exemption (ADPH-F-IMM-50)
- Alabama Certificate of Religious Exemption (ADPH-F-IMM-52)

Immunization forms are required to be updated annually, or whenever the child's immunization status changes.

**Medication Policy** – Saint Luke’s Day School adheres to a strict medication policy. **We only administer medicine for reasons listed below, and written authorization from the child’s pediatrician is required.** All medications will be kept in a secure and locked location. The administration of medication will be documented on the child’s record, in addition to notifying the parent/guardian that the medicine was given. We request that emergency medications be left at school so that access will be readily available. Medications will be administered for the following reasons:

- Medications used to treat allergic reactions
- Medications used to treat febrile seizures
- Inhaler medications for an acute breathing episode due to chronic conditions

Prescription medications must conform to the following:

- Written authorization from the child’s pediatrician. (See Severe Allergies/Health Concerns Section)
- Medication must be in the original container with a pharmacy label that list the name of the child, prescribing physician, pharmacy name and number, prescription number, issue and expiration date, route to be given, dosage and when to give the drug.

**Severe Allergies/Health Concerns** – All children that require special medication or an Epi-pen to be administered at school must have his/her pediatrician completes a Severe Allergy Packet, which can be picked up from the school’s Program Director or Assistant Director. For children with febrile seizures or acute breathing problems that require an inhaler, we must have a signed consent form from the child’s pediatrician. These should be completed for children that have the following, but not limited to: Severe allergic reactions, febrile seizures, acute breathing episodes such as asthma.

**Diaper Cream/Sunscreen/Bug Spray Administration** – Saint Luke’s Day School can administer diaper cream, sunscreen, and/or bug spray with written authorization from the parent. Parents must provide these items to be applied and all items must be labeled clearly with the child’s name. Parents must also include specific brands and directions for applying medications that include frequency and amount. Authorization forms must be updated every six months. All creams/sprays will be sent home once the forms expire or if the school does not have an authorization form on file.

**Biting/Aggressive Behavior Policy** – Saint Luke’s Day School recognizes that biting and/or aggressive behavior may occur as an unacceptable behavior when young children are in group setting. Although these behaviors can be developmental, each situation will be taken very seriously and dealt with on an individual basis. Teachers will give immediate attention to the injured child. In biting incidences, both parents will be notified. An incident form will be completed by the teachers and will require the parent’s signature to acknowledge the incident. Information regarding the incident will be considered confidential. Teachers will work with children and parents on techniques

to address biting/aggressive behavior. Saint Luke's Day School reserves the right to deny, cancel, server, or suspend a child's enrollment if deemed in the best interest of the child or the school.

**Infants and Sleeping** – For safety reasons, all infants younger than 12 months of age will be placed on their backs for sleep. Written authorization will be required for infants to be placed on their stomachs.

**Accidents and Injuries** – If a child becomes ill or is in a severe accident while they are in the care of the program, the child's parent/guardian or someone who acts on behalf of the parent will be notified. All injuries and accidents will be reported on an injury report form. A copy of the injury report will be put in the child's file and one will be given to the parent. An injured child will receive First Aid according to protocols developed by appropriate professional groups such as American Heart Association and American Red Cross. In the event of a severe injury, 911 and the parents will be contacted. If the child requires further attention they will be transported to Children's Hospital and accompanied by a staff person if the parent is not available. In the event that there is a community wide disaster, emergency personnel will decide on where to transport persons with injuries based on the community's disaster preparedness plan. Waivers for emergency treatment and transport will be signed when enrolling a child in the program.

**Release of Children** – Since the safety of the children is our utmost concern, Saint Luke's Day School maintains a strict policy regarding individuals to whom we will release a child. The enrollment forms require a parent/guardian to specify at least two individuals to whom the child may be released either on a regular or emergency basis. In addition, the parent/guardian is asked to specify a password upon enrolling for release of the child.

Advanced written notice is required to make changes in the individuals who may pick up a child. In case of an emergency, the Director or someone who acts on behalf of the Director may be notified by phone as to the name, address, phone number and brief physical description of the person who will be picking up the child. Once the individual arrives at the school a staff member will need to verify the individual's identity by reviewing picture identification and/or requesting the child's password as designated by the parent/guardian.

If a non-custodial parent is not included among those persons authorized to pick up a child, please inform the Director. A copy of the appropriate documentation must be included in the child's record. This information will remain confidential and will be shared with other staff members only as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via phone call. If the Director is unable to reach a parent or emergency contact person the child will not be released.

**Saint Luke's Day School will not release a child to any parent, relative, or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, the parent or emergency contact person will be notified.**

**Photo Release/Classroom Sharing Website** – Parental permission is required for persons to take and utilize children's pictures in Saint Luke's Day School materials and/or in the church newsletter. Parental permission will also be required for classroom sharing websites with student and family information. All parents must sign a photo release form, and unauthorized picture taking or use of pictures is prohibited.

**Door Entrance Keys** – All families will be issued one door key upon enrolling in our school. Additional keys can be purchased for \$10. Keys must be turned in to our school when a child withdraws from the program. If keys are not returned, the family will be billed \$25 per key issued.

For the safety of the children in our program, every person that does not have a key to the day school door, must go through the lobby of the church and sign the visitor's log. Opening or holding open the Day School door for others without a key is prohibited.

#### **ATTENDANCE**

Parents must notify Saint Luke's Day School if a child is absent from school due to a communicable disease or contagious illness. This will allow our staff to keep track of any illnesses, which may occur at the school.

#### **OPEN DOOR POLICY/PARENT ACCESS**

Parents of children enrolled will have free access, without prior notice, throughout the school doors whenever children are in our care.

In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the court orders must be provided to our school. The court orders will be strictly followed unless the custodial parents request a more liberal variation of the court order in writing.

#### **PARENT INVOLVEMENT**

Parents are always encouraged to be involved, visit the classroom, and/or to share special talents or hobbies with our school. Our school provides many opportunities to participate in activities and to receive information about the progress of your child. Examples of these types of activities and communication include:

**Open House** – Saint Luke's Day School has open house at the beginning of each school session (school year and summer). Parents are strongly encouraged to attend these meetings as important information pertaining to school will be discussed.

**Conferences** – Our school will offer parent conferences at least twice a year, or more often by request of the parents or teachers. This is an opportunity to discuss each

child's progress in detail. A written developmental report will be given out prior to a conference to summarize the child's evaluation. These conferences are generally scheduled in November and May.

**School Activities/Class Parties** – School activities and class parties are planned for special occasions and holidays. Parents have the opportunity to sign up to help plan and provide assistance and/or supplies for these events.

**Room Parents** – Here is list of some of the responsibilities of being a Room Parent:

- Ask teachers what they need for special projects through the year; coordinate and remind volunteers to bring their assigned food, paper goods, etc. for classroom parties.
- Room parents will also help coordinate carpool and staff meeting volunteers. Each year, each "grade" will be responsible for a set period of time for volunteers.
- Room parents can help coordinate gifts for teachers – birthdays, holidays, and end of the year.
- A meeting will be held for all Room Parents in the beginning of the school year to help inform you of responsibilities.

**Volunteers for Carpool** – We ask that every parent participate in volunteering for carpool during the school year, even if your child does not participate in carpool. We assign each "grade" a month or two for each school year to provide volunteers. Room Parents will inform you more on this at the beginning of the school year.

**Volunteers for Staff Meeting** – There is a staff meeting held the first Wednesday of each month. No early care is provided this day so all teachers can attend the meeting. Each "grade" will be responsible for providing volunteers to keep the staff children during these meetings. Room Parents will inform you more on this at the beginning of the school year.

### **DISCIPLINE POLICY**

It is the policy of Saint Luke's Day School to keep disciplinary issues minimized and to help children monitor their own behavior. The staff of the Day School present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff encourages self-control, self-direction, responsibility, and cooperation. When practical and safe: logical and natural consequences will be presented to the child. The Day School staff is trained in the process of positive discipline. Positive discipline instructs children as to what they should do. For example: "We walk inside the building" vs. "No running!" This philosophy of discipline is in accordance with the Day School belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. "Time out" may be used selectively for children whom are at risk of harming themselves or others. Redirection, positive suggestions and

reinforcement of appropriate behavior are examples of some the approaches used at Saint Luke's Day School.

### **ARRIVAL/DEPARTURE/CARPOOL**

Arrival and departure is a very important part of our daily routine. All persons dropping off or picking up must pull into a parking space designated for Day School parents. Please do not park in the handicap spot unless you have the appropriate tag or sticker to do so. Parents may not use the front parking lot or pull under the portico to drop off or pick up children from the Day School. If the person does not have a key to the Day School door, he/she must enter through the main church door and sign the visitor's log. To help ensure the best safety for our children, it is very important that all persons dropping off or picking up children carefully follow our procedures. If a person is dropping off that is not the child's normal drop off/pick up person, the parents must call or present something in writing informing the school of the changes. All persons will be asked for a photo ID to confirm their identity.

**Arrival** – Parents or someone acting on behalf of the parent must escort each child to his/her classroom no earlier than 9:55 am. If a child arrives before 9:55 am, the child will need to be dropped off in early care and the parent will be charged the early care rate for that day. The person dropping the child off must sign each child in at his/her classroom at the time of arrival along with the name of the person dropping off. Please note that we discourage late arrival to school because of the disruption it causes the classrooms already in session.

**Departure** – Parents or someone acting on behalf of the parent of Infant's and One's children will have designated parking spaces and will pick children up from his/her classroom. These parents should use the "Younger Door" to the Day School (this is the door with the steps). Older siblings of Infant's and One's may also be picked up at the end of the hallway of the Three's as they are walking back out to the parking lot. Please keep in mind that all children must be picked up by 2:00 p.m. or a late pick-up fee of \$25 for every 15 minutes late will be applied.

**Carpool** – Carpool is implemented at the time of dismissal for Two's, Three's and Four's. Carpool begins at 1:50 p.m. Parents or someone acting on behalf of the parent must have a carpool number in order to pick up children. Carpool tags are given at the beginning of each school year. Please remember to be on time when dropping off and picking up your children.

Parents from each classroom will be asked to volunteer for carpool. Please see the section on Volunteer Opportunities.

Children in the Infants, Toddlers and Ones may be picked up from their classrooms. We ask that you park in one of the first two rows of the parking lot to stay out of the traffic from carpool.

### **CLASSROOM AND PLAYGROUND SAFETY**

Rubber soled, closed-toe shoes, such as tennis shoes, are the most appropriate school shoes for climbing, running and playing outside. For safety reasons, sandals with open-toes and Crocs are not acceptable and parents will be called to bring an appropriated pair of shoes for the children. In the event that no one is available to bring another pair of shoes, the child will not be allowed to play outside for that day.

### **EMERGENCY CLOSINGS**

St. Luke's Day School will make every reasonable attempt to open on time and remain open during inclement weather. However, in the case of extremely dangerous road conditions, or states of emergency, it may be necessary for the school to cancel classes or delay the opening time. In the event that such an emergency occurs, refer to WVTM Channel 13 television for broadcastings of closings. We will also send out a blast email and update the Day School phone (871-3453) message. In most cases, we will try to post a notice on both Day School doors. We typically follow the Mountain Brook School Systems and will close or delay opening when the school system does as well.

### **REGISTRATION POLICY/WITHDRAWAL**

**Registration Policy** – Registration for summer camp and fall is held the beginning of January for the following school year. Children currently enrolled will be given first priority on enrollment. Open enrollment for the community will begin the last week in January. Priority for enrollment will be given according to the following:

1. Families currently enrolled
2. Members of Saint Luke's Episcopal Church
3. All other families interested

During registration, families will need to fill out appropriate paperwork and return paperwork, along with the registration fee to the school for children to be considered enrolled. There is a registration fee of \$100 (church members) and \$150 (non-church members) to be paid annually and at the time of the initial application. Annual registration fees will be billed in January, but will be applied for the next fall school year. A summer camp registration fee of \$50 will also be payable in January as well. All registration fees are non-refundable.

\*If your child goes on the waiting list, the registration fee will not be charged until we confirm a spot in our program.

**Withdrawal Policy** – We require a 30 day written notice to withdrawal from our school or if you choose to drop days that you are already registered for any reason. We plan our year based on children enrolled and count on each child's tuition for a nine-month period. If you choose to withdrawal for reasons other than moving out of the Birmingham metro area or medical reasons after the school year begins, you will be responsible for one month tuition penalty. If you choose to drop days that your child is registered after the school year begins, but not necessarily withdrawal, you will be responsible for a two month tuition penalty.

## **TUITION PAYMENT AND FEES**

**Tuition Payments** – Tuition is paid on a monthly basis. Monthly tuition is due on or before the 25<sup>th</sup> of each month proceeding the month for which tuition is being paid. Monthly tuition fees are non-refundable regardless of holidays, illness, vacation, or inclement weather days. Monthly tuition can be dropped off in the yellow bucket outside the Resource Room or in the Parent Inbox folder on the door of the director's office. Checks should be made payable to "Saint Luke's Day School". Please also include your child's name on the check.

ACH auto monthly deduction from your account is also available. If you are interested, you must fill out an appropriate form from the office.

### **Fees –**

- There will be a \$30 fee for all checks returned by the bank for inadequate funds.
- A \$50 late fee will be charged for all monthly tuition payments received after the 25<sup>th</sup> of each month.
- A \$25 late will be charged for every 15 minutes for any child not picked up by 2:00 pm.

## **EARLY CARE/DROP-IN DAYS**

**Early Care** – Early care is an option for parents that need to drop off children earlier than 10:00 am for an additional charge. Early care begins at 8:45 am and is an additional fee each month (please refer to the current tuition and fee schedule form). Early care is a first come, first serve basis and parents must contact the school in advance to add an early care day whether it is on an as-needed basis or a regular monthly basis. Last minute requests will be considered only if sufficient space and staff are available to adequately meet the needs of the additional child. Early care payments should be made with monthly tuition payments, or the day of for as-needed days.

**Drop-In Days** – Each child is scheduled for specific days at the time of enrollment. If available, additional days may be added for a fee of \$35 per day. The director or assistant director must be contacted at least 24 hours in advance. Additional days are offered based on enrollment and may not always be available. The director or assistant director must approve any schedule changes in advance. Last minute requests will be considered only if sufficient space and staff are available to adequately meet the needs of the additional child.

## **ITEMS NEEDED FOR SCHOOL**

### **Infants and Toddlers:**

- 2 complete changes of clothing for the appropriate season
- Diapers and Wipes
- Bibs/Burp clothes
- All food, drink and utensils required to serve food – no glass containers

Diaper creams must be accompanied by a note from the parent in order for the teachers to apply to a child. All food, bottles and clothing should be labeled with the child's first and last name. Bottles and caps will need to be re-labeled frequently. Any items required to serve food such as spoons, bowls, cups, etc. must also be provided by the parent. Bottles must be filled at home. Refrigeration is provided for storing bottles and food.

**Preschoolers:**

Parents must provide the following:

- Complete change of clothing, including socks and shoes (no sandals or open-toed shoes).
- Lunch, with drink and utensils must be provided daily in a labeled lunchbox

All items brought to school should be conspicuously labeled. Extra clothing should be provided as seasons change and as the child grows. Appropriate outdoor apparel is needed daily as every effort is made to have some outdoor playtime, even in the winter months.

**DAY SCHOOL ADVISORY BOARD**

The advisory board meets monthly to discuss events, concerns, ideas and many other topics that relate to our Day School. This board consists of a variety of members including our Director and Co-Director, parents of day school students, vestry and clergy members, teachers and other important individuals involved in daily roles of St. Luke's Church and Day School.

**SCHOOL AND HOLIDAY CLOSINGS**

Please refer to the calendar given out at Orientation for all school and holiday closings. An extra copy of this may be obtained from your teachers or from the Director.

**FINAL WORD**

The Director reserves the right to: deny, cancel, sever, or suspend a child's enrollment if deemed in the best interest of the child or the school. In such cases, any unused tuition will be refunded.

If, after reviewing this Parent Handbook, there are any questions or comments regarding St. Luke's Day School and its policies, parents should feel free to speak with the Director.

**Parent Acknowledgement of the Receipt of**

# **Saint Luke's Day School Parent Handbook**

I have received a copy or made aware of the revised Parent Handbook for Saint Luke's Day School. I have read the policies, understand these policies, and agree to follow all policies herein.

I understand that yearly tuition is based on a nine month period. I understand that if I choose to withdrawal my child from Saint Luke's Day School or if I choose to decrease my child's schedule after the school year begins, then I will responsible for up to two months of tuition.

I also understand that afternoon carpool takes place for children ages 2 and up. I am aware of the carpool policy and know that Saint Luke's Day School volunteers will be buckling my child(ren) in his/her car seat. I understand that Saint Luke's Day School or any persons assisting with carpool are not responsible for improper buckling or a child being in an incorrect car seat.

The policies of the program may be changed or amended at any time, with or without notice. I understand it is my responsibility to read and adhere to the policies herein.

\_\_\_\_\_  
Printed name of Child(ren)

\_\_\_\_\_  
Printed name of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of SLDS Administration

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

Original: Child's File  
Copy: To the parents