

# St. Paul Lutheran Early Childhood Center Parent & Student Handbook

School Office (8:30-4:00 P.M.) # 410-747-1924  
ECC Direct Phone (Before/After Care) # 410-747-9157



**Strengthened in Faith, Sent Forth with Confidence**

# St. Paul Lutheran Early Childhood Center

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## **A School Prayer**

Almighty God, Heavenly Father, we praise and thank you for the precious gift of the children entrusted to our care. Bless us with the wisdom and patience needed to nurture these children that they may grow in love and joy. This we ask in the name of your Son, Jesus Christ. Amen

## **St. Paul Lutheran Church/School Mission Statement**

In educating the whole child, St. Paul Lutheran School/Early Childhood Center aims to develop and nurture each child in a Christ centered environment where they will meet Jesus and learn to understand and apply his teachings in their daily lives.

## **St. Paul Lutheran School Purpose**

The congregation at St. Paul established our school to aid and assist its families to raise their children in the knowledge, love, grace, and the service of God. This is our first and most important purpose. When serving community families, we are in mission to witness to Christ as Savior and to nurture the spiritual needs of those families.

Our next purpose is to instruct the whole child: spiritually, mentally, socially, emotionally, and physically in all the academic subjects needed for successful participation within our society. Instruction is given in a loving Christian environment by Christian Teachers who strive towards excellence in all areas.

## **History of St. Paul**

St. Paul Lutheran School is part of the Lutheran Church – Missouri Synod school system, which is the second largest parochial school in the nation. There are over 2,400 Lutheran schools educating 300,000 students. Lutheran schools employ approximately 15,000 teachers and administrators. St. Paul is accredited by the State Of Maryland. There are many Lutheran schools in the Baltimore area, including a Lutheran Middle-Senior High School located in Towson.

St. Paul Lutheran School and Early Childhood Center was established as a morning Kindergarten in 1957 and the grades were added beginning in 1960. Our Nursery school for four-year-olds was added in 1974. In 1978 our three-year-old nursery was added. In 1988, grades 7 & 8 were added. In 2002, our current Early Childhood Program was licensed by the State of Maryland. St. Paul School provides a structured learning experience in a Christ-centered environment.

## **Objectives of Our School**

**Spiritual Growth-** Our first aim is to direct the child to his Savior as we come to know him in the Holy Scriptures. We endeavor to prepare him/her for Christian Living and for eternal life. To this end, we not only provide formal and graded religious training, but all subjects are taught from the Christian point of view. We expect the home to cooperate so that every pupil attends Church and Sunday school regularly. All pupils are required to take part in the religious program of the school.

**Social Growth** – Our aim includes the development of social competence. Proper social behavior is a vital part of living. We endeavor to train our pupils to live together as true children of God. We expect them to express their love for God by a life of respect and service for their neighbor.

**Intellectual Growth** – We endeavor to train the child to the fullest of his/her capacities in the various branches of learning. Both time proven and new approaches and methods are used.

**Physical Growth** – Every effort is made to foster the physical health and development of the child. Indoor and outdoor recreation is planned, using the available facilities of the school and the playground. Desirable health habits are taught.

## **Goals of St. Paul Lutheran School**

Specific goals of St. Paul Lutheran School are:

- To promote Christian growth in each student by teaching God’s saving work in the person of Jesus Christ through daily prayer, devotions and Bible stories and songs, weekly chapels and regular involvement in church activities and worship services.
- To provide a safe environment for each student.
- To provide each student with the necessary foundations for academic, physical, emotional and social development through a variety of carefully planned age appropriate activities.
- To build within each student a Christian self-image within a nurturing and loving and learning environment.
- To encourage in each child cooperation and appropriate social behavior.

## **School Policies**

St. Paul Lutheran School is operated and licensed by the Office of Childcare Division of Maryland State Department of Education and the constitution and by-laws of St. Paul Lutheran Church & School. Our license number is 03-117289.

Children are admitted to St. Paul Lutheran School on a nondiscriminatory basis without regard to race, gender, religious belief or national origin.

## **Registration Fee**

There will be a \$150 non-refundable registration fee for NEW and returning students.

The following forms must be completed before child can attend:

- Agreement to the Student and Parent Handbook
- Photo Release/Walking Permission Slip
- Health Inventory
- Copy of Birth Certificate
- Emergency Information Card
- About my Child
- Lead Screening
- Parents Rights Card
- Smart Tuition Enrollment online

## School Tuition

- St. Paul Lutheran School and Early Childhood Center has contracted with SMART Tuition Management to collect payments for tuition. A SMART Application must be on file in the office prior to the start date for each child.
- School tuition is computed on a monthly basis and is due on the second of each month. The tuition schedule is on a separate sheet of paper.
- Tuition is considered delinquent on the third day of the month and subject to a late fee of \$40. If tuition is delinquent on the twentieth day of the month the child will be refused admittance until tuition is paid.
- There will be no tuition credited against holidays, family vacations or days on which a student is sick.
- If a child enters school as a new student before the fifteenth of the month a full month's fee will be charged. If a child enters school as a new student after the fifteenth of the month a fee equal to a half month's tuition will be charged.
- No credit will be given for absences. No "make-up days" are recognized.
- Tuition payments are to be made by automatic withdrawal, personal check, money order or cashier's check.
- A service charge of \$25.00 and any other appropriate charges will be added for each bank check returned to the school unpaid for any reason. NSF checks must be paid in cash or money order. Please Note: These fees are in addition to service fees your bank may charge.
- If it becomes necessary to withdraw your child from school, we require a two week notice; no tuition credit will be given.
- Christmas break and cleaning week are worked in your tuition. No credit will be given for these weeks.

## School Hours

School hours are from 7:00 AM until 6:00 PM, Monday through Friday. There are no drop-ins. A student will be enrolled in one of the following programs:

- Half Day 8:30 to 11:30 AM
- School Day 8:30 - 3:00 PM
- Extended Day 7:00 - 6:00 PM

Parents who do not pick up their child by 6:00 PM will be charged a late fee of \$1.00 per minute payable to the teacher that stayed with your child. **The late fee must be paid that evening or on the following morning.** If the school has not heard from a parent or person listed on the emergency card by 6:45 PM, the school is required to contact and notify Family Services. The school will begin calling persons on the emergency card at 6:00 PM.

## School Holidays

The Early Childhood Center will be closed on the following days as indicated on the school calendar:

- Labor Day
- Election Day (if applicable)
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Vacation
- New Year's Day
- Martin Luther King Day
- Parent Teacher Conference Day in January
- Presidents Day
- Teacher In-Service Day
- Good Friday
- Easter Monday
- Memorial Day
- One Week in August for Cleaning

The Early Childhood Center will close early on the following days:

- Thanksgiving Holiday Wednesday before Thanksgiving @ 12:00 P.M.
- Maundy Thursday @ 3:00 P.M.
- Last Day of School @ 3:00 P.M.

**\*Please refer to the school calendar\***

## Enrollment Procedure

**St. Paul Lutheran follows the Maryland State Department of Education guidelines for the age requirements for entrance into school. The state requires that a child entering Pre 3 must be three years old by 9/01, a child entering Pre-4 and TK must be four by 09/01, and a child entering kindergarten must be five by 9/01.**

Placement is accepted for St. Paul Members, siblings, and others on a first come first serve basis until the classes are full. You may place your child on a waiting list if the classroom is full. Names will be drawn from the waiting list in order of the date of application.

All necessary forms must be completed and on file **BEFORE A CHILD BEGINS** the program – Agreement to the Student and Parent Handbook, Photo Release and Walking Permission Slip, Health Inventory Copy of Birth Certificate, Emergency Card, Tuition Agreement, About my Child, Lead Screening, and Parents Rights Card.

A child may be required to **withdraw** from the school with a one-week notice for the following reasons:

- Non-cooperation of parents
- excessive delinquency in payment of fees
- The inability of the child or parent to adjust to school requirements or conduct. (i.e. continuing to be late for pick-up)

St. Paul Lutheran ECC runs all 12 months. A summer program letter will go out in January or February for you to let the school know your needs for the summer.

## Health Requirements

A Health Inventory and current record of immunizations signed by a licensed physician is required before a child can be admitted to school. (This is a State mandated requirement)

The State of Maryland requires that children displaying any of the following symptoms of illness **may not** attend school:

- Fever of more than 100 degrees Fahrenheit within the last 24 hours.
- Diarrhea within the last 24 hours.
- Vomiting or nausea
- Persistent cough
- Heavy mucous discharge from the nose or any colored excretions.
- Conjunctivitis (Pink Eye)

If a child is sent home from school with a contagious disease, the student is allowed back to school only with a release from a licensed physician.

## School Administration of Medications

**Baltimore County Department of Health regulations prohibits St. Paul Lutheran from administering any medication to children during school hours without doctor authorization. If your child needs medication, please administer it to your child before you bring the child to school. If your child needs medication during school hours, a MARYLAND STATE MEDICATION AUTHORIZATION FORM to administer the medication must be completed by the child's doctor, accompany the medication (either prescription or over-the-counter), and filed in the school's main office.**

## Treatment of Student Injures

Minor injuries typical of a regular school day will be handled by the school staff and recorded on an Accident Report to be given to the parent upon pick-up that day. Soap and water, Band-Aids, ice and first aid adhesive strips are the extent of any first aid rendered. In an emergency the parent will be contacted. It is therefore extremely important for parents to keep phone numbers current and on file with the school office. This is a State mandated requirement.

## Nutrition

The school provides nutritious snacks in the morning and afternoon. A snack menu is posted in the classroom for your review. Children who stay for lunch will need to bring their own lunches. The school respectfully requests that for the sake of the student's health, a nutritious lunch is brought. Children may **not** share lunch or snacks.

Children need napkins and utensils. We can heat up lunches. Children can bring an empty water bottle. Glass containers are **not** permitted.

A \$5.00 fee will be charged if the school must provide a lunch for a student who does not have one.

## Allergies/Asthma

If your child has allergies you must fill out the Allergy Action Plan Form. Allergies may require that we eliminate certain food or other items to our program.

If your child has asthma you must fill out the Asthma Action Plan Form.

## Change of Clothes

Each child requires a change of clothes in a **plastic bin** that is labeled with the students name to be kept in their cubby. Parents of younger children should send one individually bagged change of clothes. One bag must be present at all times. Please check this clothing to make sure it is weather and size appropriate.

## Bedding

Napping children are required to provide a crib-sized blanket. The center will provide one sheet per child. Bedding is to be taken home and laundered on Fridays. Children may also wish to bring a soft toy for naptime.

## Student Dress

Children need to wear comfortable play clothes to school that provide freedom of movement. Clothes must be washable and items that will not cause you concern if they are soiled with art materials. Children learn by "hands on" experimenting and so a lot of our art projects are "messy". Please label anything that can come off your child. We strongly recommend clothing that the student can take off easily during trips to the restroom. Overalls are discouraged.

## Student Discipline

The staff handles discipline problems in a Christian manner. The school staff guides the child to understand appropriate limits and the importance of taking responsibility for one's own actions.

## Chapel Services

St. Paul Lutheran ECC Pre 2 and 2/3 generally conducts their own "Tiny Tots Chapel" together in the Pre 2/3 Room with an age appropriate lesson and songs on Wednesdays.

The School also holds chapels on Wednesdays in the church sanctuary. ECC students will attend the BIG chapel services on special occasions. These chapels are lead by Pastor Schafer, The Principal, Mrs. Haar or one of the teachers. Chapel includes prayer, devotions and Bible stories, songs, and puppets. Please feel free to join us for any of our Chapels. The dates of the "special chapels" will be listed in the school newsletter. Chapel offering envelopes will be sent home.

## Field Trips

The school will schedule a number of field trips. The trips are an extension of our curriculum and will be educational in nature. You will be notified in advance and required to sign a Field Trip Permission Slip for each field trip. Parent volunteers are encouraged and most welcome. Children not attending field trips will be required to remain at home. Parents will be notified at least 2 weeks before all field trips.

## Birthday Celebrations

Every student is welcome to bring a special **store bought** treat to celebrate his/her birthday. Please check with the teacher in advance so the class can allow time for the celebration. Please check with the teacher regarding any allergies students may have to certain foods.

## School Participation

Student participation in Sunday morning worship services at St. Paul promotes a closer partnership between church, school and family. The Pre 4 and Transitional Kindergarten students participate in the Angel Choir and sing on three Sundays per year, the Day School Christmas Program and Spring Concert. Parents will be notified of the dates for special worship services in the school's weekly newsletter. You are invited to attend our Sunday morning worship (8:15 A.M. and 11:00 A.M.) and Sunday school (9:30 A.M.) for adults & children.

## Arrival and Departure of Students

The State of Maryland requires that each child be signed in or out on each school day by an adult over the age of 18. Your child's name and a parent's full signature are required each day during sign-in. The child must also be signed out each day with your full signature. The sign-in forms are considered legal documents so children are not allowed to write or draw on the sign-in sheets.

It is the parent's responsibility during arrival to wait with their child until a teacher has acknowledged and taken charge of the child. Children must arrive and be signed-in by 11:00 AM in order to participate in the program.

Only those adults listed on the child's identification form are permitted to take the child from school. If the school staff is not familiar with the person picking up your child, their identification (photo ID is required) will be checked against the emergency form.

Telephone calls will NOT be accepted to authorize an adult not on the list to remove any child from school for any reason. In emergencies a written and signed request will be accepted authorizing an adult to pick up a student.

Failure to sign in your child on any given day releases the school staff from any responsibility for the child during that day.



# ARRIVAL AND DISMISSAL PROCEDURES

WATCH FOR CHILDREN AT ALL TIMES ON SCHOOL GROUNDS

## SCHOOL HOURS

7:00 - 8:15 AM	Full Day Early Childhood and the Day School Morning Enrichment
8:10 AM	Grade School students may arrive on campus without incurring Enrichment Fee
8:15 AM	ECC Students in Half Day or School Day program may arrive
8:15 AM	Opening will be held in the Fellowship Hall for all students. Parents are welcome to attend.
8:30 AM - 3:00 PM	Official school day for children in the grade school (k-5)
7:00 AM - 6:00 PM	Early Childhood Center Hours

School doors will open at 7:00 AM. Students arriving on campus before 8:15 AM must be enrolled in the Extended Day Program.

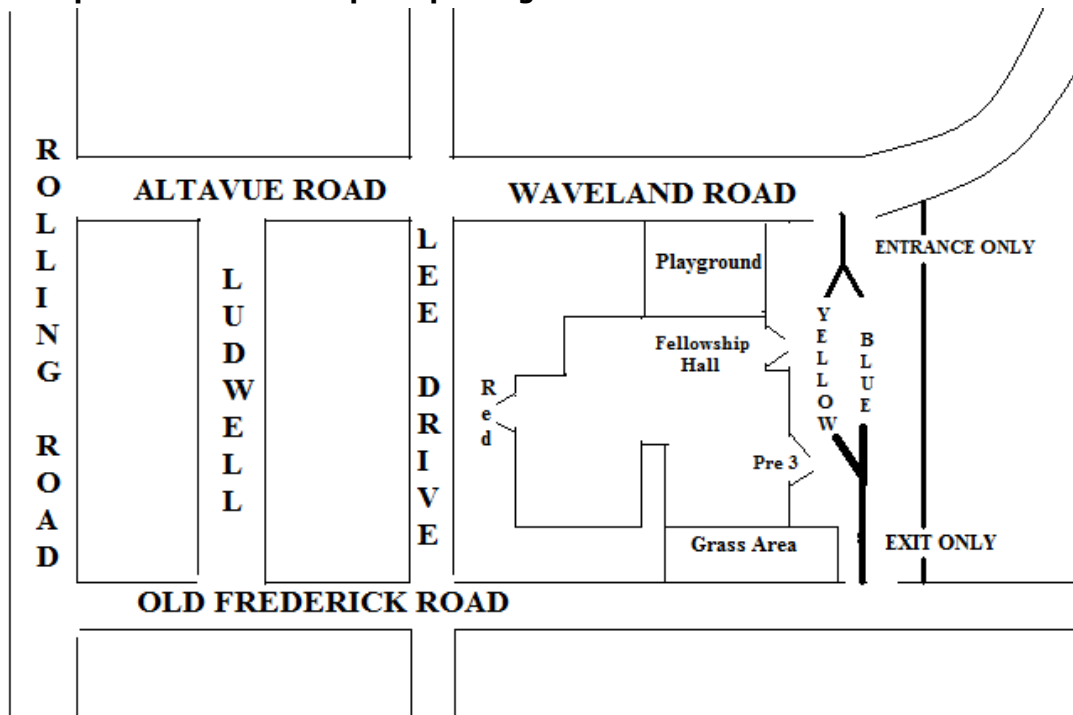
All doors entering the school building are locked at 8:30 AM. Attendance is taken promptly at 8:30 AM. Day School students should be seated and ready to begin school at that time. **Day School students arriving after 8:30 AM MUST ENTER through the Red Doors on Lee Drive and follow the Tardiness Policy in the Parent Handbook.**

### Morning Arrival Procedure

- ALL traffic moves ONE WAY through the parking lot from Waveland Road entrance to Old Frederick Road exit.
- All students arriving on campus prior to 8:30 AM must enter the school building through the fellowship hall doors located off the parking lot. The double red doors located on Lee Drive will remain locked.
- Parents of children in the Early Childhood Program must use the **BLUE** lane and park in the upper parking lot. Parents are to escort their child by the hand through the parking lot to their classrooms where they will need to be signed in.
- Parents of children in the grade school (K-5) should use the **YELLOW** lane. The Principal or another school representative will be available to escort the child from the car into the building. If parents wish to walk their child into the school building, they will need to park in the upper parking lot and escort their child to the fellowship hall.
- **ALL DOORS WILL BE LOCKED AT 8:30 AM.** The metal gate protecting the back parking lot will also be closed at 8:30 AM. Day School students arriving after 8:30 AM will need to enter the school building through the double red doors on Lee Drive and register in the office. ECC Parents and students arriving after 8:30 AM will still use the Fellowship Hall doors.

**Afternoon Dismissal Procedures**

- Parents with children in the Early Childhood Half Day Program (11:30 Dismissal) must enter the school building through Fellowship Hall, and proceed to the classroom to sign out your child.
- Parents with children in the Early Childhood School Day Program (3:00 Dismissal) will enter the parking lot and proceed up the left side to the upper parking lot. All parents must park, enter the school building, and sign their child out from the care of their teacher.
- Parents with children in the Early Childhood Full Day Program  
 (3:15-4:30 Dismissal) Parents must park on Waveland and sign their child out from the care of their teacher.  
 (4:30-6:00 Dismissal) should enter through the metal gate and park in the upper parking lot. Parents should enter through the Fellowship Hall doors to sign out their child.
- The metal gate will be opened at 2:50 PM and is closed again at 3:15 PM. Parents arriving before 2:45 PM should park on Waveland until it is safe for them to enter the parking lot.
- ALL children in the grade school (k-5) will be dismissed from the parking lot.
- Parents of children in kindergarten or first grade should use the **YELLOW** lane. A safety patrol will escort your child to your car. Please remain in the car line until you are the front car or directed otherwise by The Principal.
- Parents of children in the upper grades (Grades 2-5) should use the **BLUE** lane. The Principal or another school representative will escort your child to your car. Please remain in the car line until you are the front car or directed otherwise by The Principal.
- Parents not wishing to enter the car line are asked to park on the south side of Waveland Road facing east and walk into the pick-up area for your child. The classroom teacher will dismiss your child to you. **DO NOT** call to your child to come to you.
- If you need to speak to a teacher please park and wait for dismissal to conclude.
- Children not picked up by 3:15 PM will be signed into Enrichment and parents will be assessed a fee for the amount of time this program is utilized.
- Please recognize the danger and keep your children tightly in hand. Students can only be released to their parents or a designated pick up person. **It is the parents' responsibility to notify the teacher in writing as soon as possible if there is a pick up change.**



## **INCLEMENT WEATHER**

**St. Paul Lutheran makes its own decisions regarding delayed openings, early dismissals, and closures of school due to inclement weather.** St. Paul will strive to remain open; however, conditions might exist that would force us to close our doors. Whenever weather predictions call for possible ice/snow conditions, we will notify WBAL TV channel 11 and WBAL Radio 1090 AM to alert the community of our closing or delayed opening.

**If the school day is delayed, ECC/Morning Enrichment will open at 8:30 A.M. If St Paul Lutheran finds it necessary to dismiss early, enrichment and ECC Afternoon Care will NOT be held.** Please listen to the radio 1090 AM or check the WBAL TV channel 11 for school closing updates. WBAL offers email or text alerts as a service to our community. Go online to sign up for this free service. The school office will alert parents of our decisions by email. Please make certain a current email address is on file in the school office for your family. It is important that parents arrive at the designated time so that the school can close and our teachers are able to arrive home safely.

## **Curriculum Objectives for All Students**

The purpose of St. Paul Lutheran School is to nurture within each student spiritual, physical, emotional, intellectual and social development within the best possible Christian learning environment. Therefore the school curriculum has been designed to nurture within each student:

- Growth in self-identity as a forgiven and redeemed child of God
- Increased confidence and trust in Jesus as Savior
- Increased desire to strive and succeed
- Sharpening and widening of communication skills
- Growth in listening attentively and following directions correctly
- Increased visual and auditory discrimination
- Growth in sense of wonder and increased desire to seek answers to questions
- Growth in living effectively with others
- Development and strengthening of eye- hand coordination; gross and fine motor skills
- Increased interaction with peers and adults other than parents
- Physical growth through age appropriate activities
- Growth in Christian forgiveness, kindness and respect

To accomplish these student objectives, art activities, music, play, games, crafts, science, reading, pre-math and dramatics are used.

## **The school curriculum for three-year olds has been designed to nurture within each student:**

- Growth in creativity in a variety of media
- Increased ability in identifying major body parts
- Increased ability in identifying primary colors
- Increased ability in identifying animals and the sounds they make
- Increased ability in memorizing numbers
- Increased ability in understanding numbers
- Increased ability in identifying major shapes
- Increased ability in recognizing own name
- Increased ability in repeating three sentences and three digits
- Development of small motor skills necessary for writing through cutting, tearing, and using writing instruments
- Growth in solving peer conflicts without adult intervention

## **The school curriculum for four-year olds has been designed to nurture within each student: (Houghton Mifflin Reading and Mathematics, Scholastic News Magazine Social Studies)**

- Growth in writing own name and recognizing some letters in the alphabet
- Increased ability in memorizing numbers (1-20)
- Increased ability in understanding (1-20)
- How to do one- to- one correspondence, matching
- How to identify similarities and differences
- How to deal with the simple opposites
- How to begin to understand time (days of the week, hours of the day, etc)
- How to discriminate between and reproduce shapes
- How to know telephone number
- How to recognize coins
- How to sequence
- How to do bilateral discrimination – know right and left
- How to begin left to right progression in writing
- How to develop awareness of how senses enable us to learn about our world
- How to write and recognize own name

The curriculum for each age group is designed to provide a wealth of sensory activities, which constitutes experiential readiness for formal school instruction. The objectives outlined here are guidelines on which the school bases classroom plans. Children are not expected to accomplish all objectives and are not pressured to perform skills. The school makes available a wide variety of experiences so that the children may benefit from them at their own pace. Parents should not be concerned if their child cannot perform some of the school activities. As your child matures, skills and behaviors will become evident. St. Paul Lutheran School believes that the school experience should be a nurturing one – full of exciting opportunities, friends and successful experiences.

It is the desire of St. Paul Lutheran School that each child emerge from the school experience with a favorable attitude towards learning, a realistic self concept and, most importantly, secure in the knowledge that they are a special child of God as they grow in the trust of Jesus Our Savior.

### **Additional Programs:**

- No Cost
  - Spanish
- Additional Cost
  - Soccer Shots
  - Twinkle Twinkle Yoga Yoga

