



A Christ-centered education since 1885

Family Handbook

2017-2018

Infant Program

Toddler 1

Preschool 2, 3, 4

Kindergarten thru Grade Six

2019 South Buerkle Street
Stuttgart, AR 72160

870-673-7096

**2017-2018 ST. JOHN'S LUTHERAN SCHOOL
HANDBOOK ACKNOWLEDGMENT FORM**

The Handbook Acknowledgement form MUST be completed and returned to the school office no later than FRIDAY, AUGUST 18. Failure to do so will result in your child not being allowed to attend school.

I acknowledged that I have received a copy of the 2017-2018 St. John's Lutheran School Handbook. I understand that it is my responsibility to read and abide by it. Please list the name and grade of each child in St. John's.

Please print.

Name & Grade	Name & Grade	Name & Grade
Signature of parent/guardian		Date

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**EARLY CHILDHOOD
EDUCATION
INFORMATION
INFANT PROGRAM,
TODDLER 1,
PRESCHOOL 2,3,4
AND
KINDERGARTEN
THRU
GRADE 6
INFORMATION**

PAGES 1-7

MISSION STATEMENT

The mission of St. John's Lutheran School is to provide an excellent Christ-centered academic education.

PHILOSOPHY

“Train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6

At St. John's Lutheran School we believe ...

The true purpose of this life is founded and developed in God as Creator, Redeemer and Sanctifier.

God's unconditional love results in service to others.

Each child is loved and accepted as a child of God and is encouraged to identify and develop his or her God-given talents.

Our team, consisting of church, home and school works together for the total development of the child.

Teachers and staff are committed to being exemplary models in their love of Christ, children and families.

Parents are their child's first teacher and must be responsible for the Christian education of their children.

An excellent academic education must be provided for all children in order that they may reach their highest potential.

BASIS FOR AUTHORITY - GOD'S WORD

Authority in our school is based on the Word of God, the Law and the Gospel. It is the Gospel which is the motivating force. The Law shows Christians their shortcomings, gives goals to strive for, and also gives direction. The reason for submitting to authority or using authority stems from the Gospel of Jesus Christ. Obedience developed in Christian education develops from faith in God and love for God.

HISTORY

The Lutheran School system is an integral part of the American educational system. The elementary schools of the Lutheran Church – Missouri Synod date back to the decade between 1830 and 1840, when a number of Lutheran congregations were organized in the Midwestern states and established Christian day schools for their children. The first of these schools is older than the public schools in most states.

Lutheran schools are not in competition with the public schools. Rather, they seek to work closely with the public schools in fulfilling the responsibilities of education in the community. St. John's Lutheran School follows the same curricular standards as the local public schools. St. John's strives to meet and exceed the educational standards of the Arkansas State Department of Education.

Convinced that a Lutheran school is the most important agency for training the young and strengthening the home, church, and nation, St. John's Lutheran School joins with over 2000 other Lutheran schools across the nation. At St. John's Christ is the goal and center of instruction. St. John's Lutheran Church has operated a Christian Day School since around 1885. We offer classes beginning with infant care through grade six.

ACCREDITATION

St. John's Lutheran School is an Associate Member of ANSAA (Arkansas Nonpublic School Accrediting Association). The school is currently applying for dual accreditation with ANSAA and NLSA (National Lutheran Schools Accreditation).

FACULTY

All elementary teachers have earned a Bachelor's degree or beyond from a nationally accredited college or university. The Lutheran elementary teachers were trained in an accredited synodical college supported by the Lutheran Church – Missouri Synod. All other elementary teachers are certified. The Infant, Toddler 1, and Preschool staff obtains 15 hours of in service training each year in early childhood education.

NONDISCRIMINATORY POLICY

St. John's 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, admission policies, athletic policies, and other school administered programs.

CONTROL AND GOVERNMENT

Full and final authority, responsibility, and control of the school is the responsibility of St. John's Lutheran Church. In regulating this authority, the Voters' Assembly must abide by the constitution of the Lutheran Church – Missouri Synod and the constitution of St. John's Lutheran Church.

The congregation elects six members to the Board of Christian Education. The Pastor and Principal are ex officio members of his board. These individuals are entrusted with all matters pertaining to the school and Christian education in the school.

The school is also under the supervision of the Department of Education of the Mid-South District of the Lutheran Church – Missouri Synod. The Executive Secretary makes periodic visits to the school to offer support and guidance to the staff and the Board of Christian Education.

The school also makes every effort to conform to the guidelines and regulations of the State of Arkansas.

Therefore, The Eagles' Nest is required to inform you of the following:

1. Your child may be subject to interviews by the licensing staff, child maltreatment investigators or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. [Child interviews do not require parental notice or consent.](#)
2. Licensing compliance forms (DCC-521) are maintained in the building for three years. Parents may request to review the licensing compliance forms.
3. St. John's Eagles' Nest has an open door policy and parents may drop by the center at any time throughout the day.

FINANCIAL SUPPORT

St. John's Lutheran School is a mission outreach maintained by members of St. John's Lutheran Church. The combined costs of teachers' salaries, utilities, services, books, equipment, and other expenses represent a large amount of money, both as a school and on a per capita basis. All members of St. John's Lutheran Church support the school financially, whether or not they have children enrolled. The cost to educate one elementary school child for one school year exceeds \$5,500.00. The difference is subsidized by St. John's Lutheran Church, fundraisers, and gifts. Every member of St. John's is encouraged to contribute to the operating costs of the church and school so that the important work of building God's Kingdom may be accomplished.

ADMISSION POLICIES

Beginning with the 2016-2017 school year, St. John's Lutheran School and ECE enrollment procedure will be as follows:

Closed Enrollment

St. John's Lutheran School and ECE conducts a period of closed enrollment during the months of January and February. Closed enrollment allows for currently enrolled students to re-enroll for the upcoming school year.

Open Enrollment

Once the closed enrollment period is over, St. John's Lutheran School and ECE will enroll new students in the following order. If a class is full, a waiting list is established. Should a vacancy occur, selection from the waiting list is made in the following order:

1. All children whose parents are *active members of St. John's Lutheran Church at the time of open enrollment.
2. All children whose parents are *active members of other LCMS churches.
3. Siblings of children currently enrolled in our school.
4. Children whose parents are inactive members of LCMS churches or are members of other Christian denominations.
5. Others

*As defined by St. John's Lutheran Church

Enrollment procedure for all new students:

1. A parent conference and/or tour is held with the principal. (K-6)
2. Parents/guardians submit the enrollment application. (ECE & K-6)
3. The student's most recent report card and achievement test results are reviewed. (1-6)
4. New students are strongly encouraged to visit the school during the day. (ECE & K-6)
(Students in kindergarten through six may be given a placement test.) (K-6)
5. Upon acceptance, parents/guardians complete required paperwork, auto draft form, birth certificate and immunization records are provided by the family. (ECE & K-6)

The enrollment of all children other than members of St. John's Lutheran Church is subject to the approval of the Board of Christian Education and the application is renewable annually.

The infant program accepts infants age 6 weeks until eligible for the Toddler 1 program. The Toddler 1 students must be one year old on or before August 1. Preschool 2 students must be two years old on or before August 1, Preschool 3 students must be three years old on or before August 1, Preschool 4 students must be four years old on or before August 1, and Kindergarten students must be five years old on or before August 1.

All students must submit a copy of the birth certificate, the social security number, and a copy of the current immunizations record. Immunizations must be kept current throughout the year. St. John's must be able to verify that the child has been immunized as required by the Arkansas Department of Health and Human Services and the child must keep current per their age within 15 days of required immunizations or the child cannot remain in care at St. John's.

AUTO DRAFT POLICY

St. John’s Lutheran School requires mandatory monthly drafts for all students Infant – Grade 6. We require families to complete the Authorization Agreement for Bank Draft Payments Form. Payments will be drafted according to the information provided in this policy.

PARTICIPATION REQUIREMENTS: Monthly auto draft is mandatory for all k-6 students. ECE students will be drafted every two weeks. The only exception is semester or yearly payments. Annual and fall semester payments are due at Registration, spring semester payments are due December 1. In this instance we will accept checks or cash. **Auto draft is for tuition only.**
[Auto draft information will still be required to have on file.](#)

Extended care, lunches, and other miscellaneous charges will be billed separately. All outstanding charges will be automatically drafted 5 days after each semester.

AUTO DRAFT SCHEDULE for 2017-2018:

Kindergarten – Grade 6:

September 1, 2017	December 1, 2017	March 1, 2018
October 2, 2017	January 2, 2018	April 2, 2018
November 1, 2017	February 1, 2018	May 1, 2018

Infant – Preschool 4:

August 7, 2017	October 30, 2017	January 22, 2018	April 2, 2018
August 21, 2017	Nov. 13, 2017 (1 week)	February 5, 2018	April 16, 2018
September 5, 2017	Nov. 27, 2017	February 19, 2018	April 30, 2018
September 18, 2017	December 11, 2017 (covers December 11-20 & January 4-5)	March 5, 2018	May 14, 2018
October 2, 2017	January 8, 2018	March 19, 2018	
October 16, 2017			

SUMMER 2018

May 29, 2018	June 25, 2018	July 23, 2018 (1week)
June 11, 2018	July 9, 2018	Closed July 30-August 3

NSF PAYMENTS: If tuition and/or child care payment is returned due to insufficient funds in the account being drafted, a returned check fee of \$25 will be applied and a cash payment for both the NSF and tuition/child care must be paid in full to the school office within 5 days after notification or your child will not be able to return to school. Three (3) NSF occurrences in a semester will require a meeting with the Principal/Director and a school board representative and may result in the removal of your child from St. John’s Lutheran School or ECE program.

CHAPEL SERVICES

Parents, friends, and relatives are welcome to attend weekly chapel services that are held, usually on Wednesdays, at 8:15 AM in the school gym. An offering will be taken at each chapel service. These gifts of love are in turn sent to various charitable local, national and international organizations.

INCLEMENT WEATHER

During the winter months, school may be dismissed due to inclement weather. Announcements will be made over Stuttgart radio stations COUNTRY 97.3 FM and OLDIES 105.5 FM beginning around 6:30 AM. Announcements will also be available on television station KARK, Channel 4, KATV Channel 7 and Channel 11, KTHV. St. John's follows the Stuttgart Public School inclement weather dismissals.

NEWSLETTER

A school newsletter is published on Wednesdays. [The school newsletter is available in an electronic format.](#) The Wednesday newsletter contains important infant, toddler 1, preschool, and K-6 information about current and upcoming school activities and policies. The newsletter is also posted on the school website.

TEACHER COMMUNICATION

Parents are encouraged to first communicate with the teacher whenever a question, concern, problem, or misunderstanding occurs. Matters requiring further action should be brought to the attention of the principal/preschool director. If a satisfactory solution is not reached with the teacher and the principal/preschool director, the matter should be taken to the Board of Christian Education. The Board of Christian Education is the final authority. Parents need to follow this progression of procedures in dealing with issues, as most concerns directly involve the classroom teacher and are easily resolved at that level.

Email or phone calls are the PREFERRED methods of communication. Emails and/or phone calls will be returned during school hours.

Texting is an optional form of communication not to be used during school hours (8:00 AM-3:00 PM). If you must reach a teacher during this time, please call the school office. After school hours, it will be at the teacher's discretion whether calls are answered.

PARENT-TEACHER CONFERENCES PRESCHOOL 4-GRADE 6

Successful school achievement of your child(ren) depends upon the cooperation of home and school. Parents should take responsibility for receiving information on their child's progress. Mandatory parent-teacher conferences are held at the end of the first quarter and the end of the third quarter. Information regarding scheduling will be sent home prior to the parent-teacher conferences in the fall and spring of the year.

PARENT-TEACHER LEAGUE

All parents are members of the Parent-Teacher League (PTL). Business meetings will be announced. A \$10.00 fee per family will be assessed.

There is a direct link between student success and parental involvement in the school. All parents are strongly encouraged to support their child's education and be active in the PTL.

SCHOOL/CLASS ANNOUNCEMENTS

All correspondence (including birthday invitations) sent home with students from parents must be initialed by the principal or preschool director BEFORE they are passed out to the students.

A copy of all notes sent home through the school will be on file in the principal's office. Notes containing personal advertisements, political endorsements, Santa Claus, Easter Bunny, etc. will not be permitted.

DELIVERIES - SPECIAL OCCASIONS

Special deliveries (birthday, etc.) for students may be delivered to the school office and will be given to the student at the end of the school day.

Valentine deliveries for students will not be accepted.

HANDBOOK ACKNOWLEDGEMENT FORM

The Handbook Acknowledgement form MUST be completed and returned to the school office no later than [Friday, August 18](#). Failure to do so will result in your child not being allowed to attend school.

SAFETY

St. John's Lutheran School is a tobacco free and gun free school.

COPY REQUEST FEE

A charge of \$.10 per copy will be assessed when copies are requested for personal use such as: student's records, sign-in/sign-out sheets, birth certificates, immunizations, duplicate paperwork, etc.

[Extra Family Handbooks will cost \\$3.00 per copy or can be e-mailed with no charge.](#)

PROMOTION

[Promotion to the next grade level is based on adequate student growth in spiritual, academic, social, emotional, and physical developmental areas.](#)

[Promotion to kindergarten from preschool 4 is based on the above plus a kindergarten readiness checklist.](#)

[Promotion to grades 1-6 is based on an annual passing grade average of 65% in at least 4 of the five following classes: Religion, Math, English, Social Studies, and Science.](#)

Failure to be promoted can be made up by attending approved summer classes. Records of the summer coursework must be submitted to the principal.

PARKING PROCEDURES

St. John's Way is a **ONE WAY STREET** flowing west to east. Please follow the posted one way signs.

Kindergarten Thru Grade Six

Morning drop-off will be in the gym parking lot on the west side of the building. Parents are to enter through the south entrance off of Buerkle Street in a single file car line and proceed north pulling next to the side walk to drop-off. Children are to exit on the right side of the vehicle. For safety purposes there should be no children exiting from the drivers/left side of the vehicle. When leaving the parking lot vehicles **MUST** turn right (east) onto St. John's Way. There is **NO PARKING** in the gym lot during drop off. If additional time is needed, use the north parking lot.

7:00-7:30 AM – Students arriving at this time, must enter through the preschool and be walked in by a parent so the appropriate preschool teacher can sign them in and they will be charged accordingly. At 7:30 AM they will go to the Extended Care in the lunchroom.

7:30-7:45 AM – Students arriving at this time must use the gym entrance and will go to Extended Care and be charged accordingly.

7:45-8:00 AM – Students arriving at this time must use the gym entrance and will go to the lunchroom.

8:00 AM – Students arriving after 8:00 AM, must enter through the north elementary/office entrance and must be walked in by a parent and be signed in at the office.

3:05 PM Students in kindergarten-first grade will exit through the west doors.

3:10 PM Students in second grade will exit through the west doors.

3:10 PM Students in third–fourth grade will exit through the north doors.

3:15 PM Students in grades fifth-sixth will exit through the north doors.

The parking lot on the west side of the school is a one way. Enter or exit following the one way signs.

For safety reasons, students are not permitted to cross a street unattended. Do not park on the street, across the street in the French Seam parking lot, or use the lot as a cut thru/turn around.

We encourage everyone to consider safety and courtesy to promote a smooth and orderly departure.

The south lot of the gym parking lot and the north parking lot will be available for Wednesday chapel parking during drop off. After 8:00 AM the gym lot may be used for chapel parking.

For special events all St. John's lots (south gym lot, gym lot, north lot, and staff lot) are available.

Do not use private businesses parking, such as the French Seam or park on the street.

Infants Thru Preschool 4

Parents will enter off of Buerkle Street and proceed east. Parents must pull into a parking spot.

There is **NO PARKING** on the street. All preschool students must be walked in and signed in/out each day. When leaving the school, parents must go east on St. John's Way.

The south lot of the gym parking lot and the north parking lot will be available for Wednesday chapel parking.

For special events all St. John's lots (south gym lot, gym lot, north lot, and staff lot) are available.

Do not use private businesses parking, such as the French Seam or park on the street.

**KINDERGARTEN
THRU
GRADE SIX
INFORMATION**

PAGES 8-20

TIMOTHY FUND K-6

St. John's Lutheran Church has established the Timothy Fund, a means of financial aid, to provide financial assistance to members and nonmembers who have financial needs. **Students must be currently enrolled to be considered for the scholarship.** The scholarship committee awards aid on the basis of need and availability of funds up to one-half of the tuition fee. An application form is available in the school or church office. The deadline to apply is June 1.

FEES K-6 - 2017-2018

Registration Fee - \$250.00. (A late fee of \$10.00 will be charged after the designated registration day in August). This fee covers the cost of books/workbooks.

A \$10.00 fee per family for Parent/Teacher League will be assessed.

Tuition for the school year is divided into ten payments. The Board has established the following monthly rates which are due on the first of each month (August–May–10 payments):

1 st Child	\$340.00
2 nd Child	\$315.00
3 rd Child	\$290.00

Lunch ticket - \$63.00 for 20 lunches/20 drinks

Drink ticket - \$8.00 for 20 extra drinks

Field Trip Shirt - \$10.00

Assignment Book - \$5.00 - grades 3 thru grade 6

Faith Alive Bible - \$26.00 - grade 3 and new 4-6 students

Classroom Supply Fees:

Kindergarten - \$10.00; First-\$12.00; Second-\$12.00; Third-\$20.00; Fourth - \$27.00

PTL fee per family - \$10.00

Mandatory auto draft will occur on the first of each month for kindergarten thru grade six tuition. Auto draft only applies to monthly tuition, not the annual registration fee, lunches/drinks, extended care, etc. All outstanding charges will be automatically drafted 5 days after each semester. If you withdraw your child, you must fill out a stop auto draft form. Tuition will continue until the form has been received. Permanent records will NOT be sent until all fees have been paid. Payment schedule can be found on page 4.

ENROLLMENT POLICY K-6

To reserve a spot for your child in kindergarten thru grade six, you must pay the registration fee. This fee is to be paid when application is made for the upcoming school year. If for some reason the child does not attend school after they have been accepted, the registration fee is non-refundable, unless just reasons can be provided for the child not attending.

SUMMER PROGRAM

The summer program may be offered to all St. John's students thru grade four if staffing is available. A summer schedule along with a list of fees will be publicized in the spring.

ATHLETIC ELIGIBILITY POLICY

At mid-quarter and quarterly grading periods, the grades of all students participating in athletic extracurricular activities will be reviewed. Any student who does not maintain an average of 75% or higher in all subjects will be ineligible to participate in athletic activities for two weeks.

Unsatisfactory conduct may also result in athletic ineligibility. After the two week period if the grades are brought up to 75% or above in all subjects the student will allowed to participate in athletic extracurricular activities. School subjects are any subjects that receive a percentage grade on the mid-quarter and/or report card. If a student is absent from school, they are not allowed to participate in the afternoon or evening events. Students absent on Fridays will not be allowed to participate in Saturday events. Parents will be informed when students become ineligible to participate in extracurricular athletic activities.

CURRICULUM K-6

The religion curriculum taught at St. John's Lutheran School is based on Scripture. It is not the intention of St. John's to convert students to Lutheranism but rather to present God's Word to all. Students are expected to fulfill all religion academic requirements regardless of their church affiliation.

St. John's works in consultation with the Stuttgart Public Schools in areas of curriculum, school calendar, professional development, and other matters which concern the community in general.

The curriculum is set up so that it provides a thorough course of instruction as is required by the State of Arkansas. Teachers base curriculum decisions on State Standards and the Common Core Standards when applicable. Technology is integrated into the curriculum on a daily basis. All students attending St. John's take all course subjects.

Lost/damaged books/materials will result in a fee.

FIFTH AND SIXTH GRADE SEMESTER TEST POLICY

Each fifth and sixth grade student will be required to complete a semester exam in the core subject areas (English, Math, Science, Social Studies, and Religion). The semester test schedule will be set in advance. Students missing semester exams must have a doctor's note or he/she will receive a zero. Missed exams will be made up at the principal's discretion.

GRADING SCALE K-6

The following scale is used for Kindergarten:

- 4 Advanced – Consistently works above kindergarten level expectations
- 3 Proficient – Consistently meets kindergarten level expectations
- 2 Basic – Is almost working at kindergarten level expectations
- 1 Below Basic – Work is consistently below kindergarten level expectations

The following scale is used for grades 1–6:

A	100 – 98	Superior (†)
A-	97 – 95	
B+	94 – 92	
B	91 – 88	
B-	87 – 85	
C+	84 – 82	Average (√)
C	81 – 78	
C-	77 – 75	
D+	74 – 72	
D	71 – 68	
D-	67 – 65	
F	Below 65	Unsatisfactory (–)

No grade over 100% will be given.

ACHIEVEMENT TESTS 1-6

Achievement/standardized tests will be administered in April (TBA) to students in first thru grade 6. Results will be shared with the parents.

KINDERGARTEN/NEW STUDENTS SCREENING

All kindergarteners and new students may be screened for language and developmental needs.

HONOR ROLL 3-6

Students in grades three through six are eligible for the honor roll, which is stated quarterly and yearly. The honor roll is based on the grade point average for the following subjects: religion, memory work, reading, English, spelling, mathematics, social studies, and science.

Principal's Honor Roll	all A's
"A" Average Honor Roll	95 and up average
"B" Average Honor Roll	94-85 average

GOOD CITIZEN

In an effort to reinforce Christian character traits and good conduct, St. John's teachers have established the Good Citizen Program. The Good Citizens are announced each Wednesday morning at chapel from the previous week and will receive a Good Citizen ribbon. All students who have been identified as a good citizen during the quarter are eligible for a special drawing for a prize sponsored by the PTL. It is at the teacher's discretion to inform the parents.

SCHOOL HOURS K-6

7:00-7:45 AM extended care for K-6 students

7:45 AM students may go to the classrooms

8:00 AM school begins. Students arriving after 8:00 AM will be counted tardy

3:05 PM kindergarten-grade 1 dismissal

3:10 PM grades 2, 3, 4 dismissal

3:15 PM grades 5-6 dismissal

3:15-5:30 PM extended care for K-6 students.

Please see Extended Care (page 10) for information.

No unsupervised changing of clothes for extracurricular activities will be permitted.

EXTENDED CARE K-6

St. John's offers before and after school extended care for our students in grades K-6, when in session from 7:00–7:45 AM and 3:15–5:30 PM. K-6 students are to enter the Preschool building doors if they arrive before 7:30 AM. K-6 arrivals after 7:30 AM are to enter the main school entrance. If school is closed due to holidays or inclement weather, extended care will also be closed. Children unaccompanied by a parent or adult on school property prior to 7:45 AM or after 3:15 PM will be automatically placed in extended care and charged accordingly.

Extended Care charges are \$4.00 per hour with time rounded to the quarter hour and charged accordingly (\$1.00). A late fee of \$10.00 will be charged from 5:30-5:45 PM and \$3.00 for every 15 minutes thereafter payable at pick up time and is strictly enforced. Each extended care student must be signed out by the person picking them up. Students who attend are expected to follow extended care rules. Students and parents will sign an extended care agreement. Students who fail to follow the agreement repeatedly may be denied the privilege of attending extended care.

Accounts should be kept current. All outstanding charges will be automatically drafted 5 days after each semester.

[No personal electronic devices are allowed in Extended Care.](#)

LIBRARY

St. John's operates a central library for its students. Students will be allowed to check out books weekly. It is the responsibility of the student/parent to make sure the books are returned. Overdue/lost/damaged library books will result in a fee.

REPORT CARDS AND MID-QUARTER REPORTS - K-6

Report cards are issued on a quarterly basis. Midterm results are sent home approximately in the middle of each quarter.

ROLE OF THE PARENT

- *Pray for and with your child every day. (If you do not have a church home, you are very welcome to join us at St. John's).
- *Speak positively of your child's teacher and the school in the community.
- *See that your child has at least eight hours of sleep and a good breakfast before sending them to school.
- *Praise your child each day. Show enthusiasm for and interest in your child's work.
- *Make sure your child is on time for school.
- *Please call the school by 8:15 AM if your child will be late or absent. This information is needed for the lunch count.
- *Please notify us of any changes in address, phone, job, etc.
- *Please give all monies and/or correspondence directly to the teacher or to the office. Please pay by check or money order if at all possible. If you pay in cash, please have the correct amount as we are unable to make change.

PARENTS/VISITORS/GUARDIANS ON CAMPUS

Family members are encouraged to take an active role in their child's education and are always welcome on our campus. Parents wishing to visit the classroom should make arrangements with the teacher to schedule visits. For safety reasons, we require that all parents/visitors/guardians stop by the office, sign-in, and receive a pass so that our school personnel can account for each individual in the building. Whether picking up a child for an appointment in the middle of the day or bring a forgotten item, stop by the office. Office personnel will take care of each situation.

P.E. REQUIREMENTS K-6

All students participate regularly in physical education. Children are required to wear unmarkable, soft-soled shoes, particularly for activities in the gym. A written note from the parent or guardian is needed if their child is to be excused from participation in P.E.

SNACKS K-6

Students may bring a healthy snack of their choice for breaktime/recess. Suggestions: crackers, pretzels, fresh fruit, carrot sticks, nuts, popcorn, cereal without sugar, yogurt, pudding, fruit cups, raisins, jello cups. Students will eat their snacks on the playground or outside the gym. Students are expected to throw away all trash. Leaving trash on the playground may result in loss of snack privilege.

LUNCH PROGRAM - K-6

A lunch ticket, which provides 20 lunches AND 20 drinks, is to be purchased in advance for \$63.00. Extra entrees may be purchased for \$1.00 on a daily basis and must be paid in advance the morning the extra entree is ordered.

Additional drinks for school lunches or home lunches may be purchased using an extra drink ticket which provides 20 drinks for \$8.00.

A notice will be sent home to inform parents when their child needs a new lunch or extra drink ticket. Please do not include lunch or drink payments with other school fees. Refunds for lunch or drink tickets that are unused by the end of the school year are not available and not credited to the next school year.

Students not ordering a school lunch are to bring a sack lunch from home when they come to school. Late sack lunch deliveries should be properly labeled and left in the office by 8:30 AM. Soft drinks, and candy/gum are not allowed.

Parents are allowed to bring restaurant/fast food ONLY if staying and eating with their child. No fast food deliveries/drop-off will be accepted.

Visitors may purchase a meal for \$3.25 if the office is informed in advance no later than 8:15 AM. Lunch portions served by the caterer for visitors are the same as lunch portions served for 6th graders, so parents may wish to order an extra entree for a \$1.00.

Students arriving later than 8:15 AM, will not be ordered a school lunch unless the parent has informed the school office.

STUDENT RECORDS

Parents or legal guardians have the right to inspect their child's permanent record file. This can be done by scheduling an appointment with the school principal.

Official transcripts must be mailed to the receiving school or may be delivered by a school official. These records can never be given to parents or students for delivery to another school. More information involving the transfer of student records is available from the office.

School accounts must be current in order for any student records to be transferred to another school or district.

HEALTH

All students must have satisfactory evidence of current immunizations required by the State of Arkansas on file in the preschool office. All students must submit a copy of the current immunizations record. Immunizations must be kept current throughout the year. St. John's must be able to verify that the child has been immunized as required by the Arkansas Department of Health and Human Services and the child must keep current per their age within 15 days of required immunizations or the child cannot remain in care at St. John's. See Table II at the back of the Handbook.

All medicines must be administered by the school staff and are properly stored in the school office. All medications, including non-aspirin, cough drops, etc. must be brought to the school by the parent or guardian in the original container appropriately labeled by the pharmacy or physician. Please bring an accurate spoon or cup along with the medication, as we do not keep any on hand. Office staff will only administer medicine brought from home with clear written instructions.

Parents will be notified if their child becomes ill at school, so they can be picked up promptly. If you can't be reached, we will notify the person you have designated to contact in case of an emergency. Please make sure your emergency contact persons are able to come to the school if needed. For the safety and well-being of our school community, we require you to keep your child at home for any of the following:

Parents must report any of the following to the school office:

1. Fever (over 100 degrees). A child should be free from fever without taking a fever reducer for at least 24 hours before returning to school.
2. Vomiting. Students should not return to school until the vomiting has completely stopped for 24 hours.
3. Contagion. A child should remain at home for any condition that may be spread to others, such as conjunctivitis, lice, impetigo, scabies, chicken pox, hand foot and mouth, strep throat, etc. The child should remain at home for at least 24 hours unless a physician's note is provided.
4. Head Lice. Students should remain at home until the morning after the first head lice treatment. Parents will be required to sign a slip verifying their child was treated for head lice and show proof of treatment (over the counter receipt or doctor's note).
5. Strep Throat. Students must be on anti-biotics for 24 hours and be fever free without taking a fever reducer for at least 24 hours before returning to school.

Students must be symptom free for 24 hours before returning to school.

ABSENCES AND TARDIES K-6

ABSENCES

Regular, punctual attendance is expected of students. Any absence, even for part of the day, should be communicated by the parent to the teacher and the office in writing. (medical or dental appointments). Students must be in attendance at school until 11:30 AM in order for the day to be counted as a half school day and 2:30 PM in order for the day to be counted as a full school day. **On early dismissal days (1:15 PM), students must be in attendance until 10:30 AM in order for the day to be counted as a half school day.** In case of an emergency and a child needs to leave during the school day, please call the school office in advance if possible. Doctor's notes will need to be provided for all absences if applicable.

VACATIONS

Because we value your child's learning, extended family vacations while school is in session are strongly discouraged. All missed work due to a vacation must be turned in BEFORE leaving on vacation.

**PARENTS MUST CALL THE SCHOOL OFFICE BY 8:15 AM
IF THEIR CHILDREN ARE ABSENT.**

K-6 teachers record missed work for absent students and assignment sheets homework and necessary books are placed on the table in the hall next to the lunchroom. If circumstances permit, an effort should be made to contact the teacher prior to the absence in regard to the make-up work.

Any work missed due to the absence will be required to be made up. Students are the permitted twice the number of days missed to complete make-up work for full credit. Work turned in after this time allotment will receive reduced credit, at the teacher's discretion.

After 5 absences, a note will be send home to the parent/guardian informing the parent/guardian of the days missed.

After 10 absences, a conference with the principal will be held and an absence contract will be signed. After 15 absences, the student and parent/guardians will be required to appear before the Board of Christian Education before the student may return to school.

TARDIES

Students are expected to be in their classrooms by 8:00 AM. When the 8:00 AM bell rings, the teacher starts class. A tardy is recorded if students arrive after 8:00 AM. FOUR tardies count as one day of absence, eight tardies as two days of absence, and so on.

STUDENT CODE OF CONDUCT

The general school wide rules are as follows:

1. Students will show respect for teachers, adults, other students and their property, and school property at all times.
2. Students will use appropriate language and behaviors.
3. Students will comply with staff directions.
4. Keep hands, feet, objects to self.
5. No gum allowed at school.
6. Assignments and homework are expected to be completed and turned in on time.

STUDENT ELECTRONICS

Personal electronic devices are not allowed at school.

1st violation - Will be held in the principal's office until claimed by the student's parent/guardian by the end of the day.

2nd violation – Will be held in the principal's office for 2 days until claimed by the student's parent/guardian.

Exceptions for medical needs must be cleared through the principal.

St. John's Lutheran School is not responsible for a personal electronic device that is brought to school or a school event. Anyone bringing a personal electronic device to school or to a school event does so at his/her own risk.

FIELD TRIP POLICY

Educational field trips will be planned in advance by the teacher and approved by the principal. Field trips involving traveling time of 1 ½ hours or more away from the school will be approved by the Board of Christian Education. Parents will be notified in advance from the teacher if the field trip will count towards a grade in any subject area.

Any parent accompanying a class on a field trip is expected to assist by supervising the class group assigned to them by the teacher. No St. John's school age students (K-6) may attend another grade's field trip. Any student not going on the field trip will be counted absent. Students are expected to wear their field trip shirts on ALL out of town field trips. Students will not be allowed to attend the field trip without specified attire.

Students leaving school early after a field trip, must be signed out by the parent/guardian. If leaving the field trip and not returning to school, a written note must be given prior to the student's teacher.

BIRTHDAYS K-6

Private party invitations may be sent home in the classroom as long as every student is invited. Invitations need to be handled in another way if all students in the class are not invited.

Classroom teachers will decide the date and time for student birthday parties. There will only be one party per month per class. Parents may get together, make arrangements with the teacher in advance, and provide a snack if desired.

Teacher birthdays will NOT be celebrated during a class party. Individual students may purchase gifts for his/her teacher.

DISCIPLINE K-6

Christian discipline is the application of self-control and orderliness, as a result of Christian attitudes. The school recognizes the mutual responsibility shared by teachers, administrators, and parents in the maintenance of student discipline and control. To this end, the Board of Christian Education wishes to make it known to all parents and children that they support the teachers and the administration in their efforts to maintain orderly conduct, in accordance with God's Word. Students are privileged to attend our school. This privilege will be taken away if persistent problems occur.

Students displaying totally unacceptable behavior (such as assault, fighting, insubordination, using profanity, vandalism, harassment, arson, false fire alarms, false bomb threats, possessing dangerous weapons or explosives) will be sent directly to the principal for discipline.

Arson, False Fire Alarms or False Bomb Threats – Setting fire or attempting to set fire to school or private property, set off a false fire alarm, or reporting a false bomb threat.

Assault – Verbal threats with intent to do injury to another person or create apprehension of imminent personal injury to another person.

Bullying – Any pattern of behavior by a student or group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying will not be tolerated or accepted.

Disorderly Conduct – Causing disorder, making a disturbance, breaking rules, unruly behavior

Fighting – Physical injury caused to a person by one or more students.

Harassment – To harass, annoy, or alarm another person without good cause, usually through means of offensive physical contact or obscene language or gestures.

Insubordination – Disobedient to authority and/or refusing to follow directions.

Profanity – Use of obscene language or gestures towards other students or staff. Explicit or verbal pornography.

Vandalism – Intentionally destroying or damaging school property.

Weapons, Explosives – Anything that can be used in such a manner as to inflict injury or damage to a body or personal property.

Disciplinary Referral Procedure

Students who have exceeded three behavior infractions during a day will have written documentation sent home to the parent and placed on file in the school office.

Disciplinary referrals are cumulative during a school year. Students who have received disciplinary action at one level will proceed to the next level regardless of the offense.

The following disciplinary referral procedure is administered for the entire school year:

First Discipline Office Referral

The teacher will conference with the child. The parent/guardian of the student will be notified. Written documentation will be sent home and filed in the school office.

Second Discipline Office Referral

The student will be sent to the office for a conference with the principal. The parent/guardian of the student will be notified. Written documentation will be sent home and filed in the school office. The parent/guardian will conference with the teacher to make a behavior plan.

Third Discipline Office Referral

The student will be sent to the office for a conference with the principal. The parent/guardian of the student will be notified. The student will be suspended for the remainder of the day and the following school day, and will be required to make up any missed work. The student, parent/guardian, principal, and teacher will meet for a conference. Written documentation will be sent home and filed in the school office. The Board of Christian Education will be notified of the offense and the action taken.

Fourth Discipline Office Referral

The student will be sent to the office for a conference with the principal. The parent/guardian of the student will be notified. The student will be suspended for the remainder of the day and the following two days, and will be required to make up any missed work, but receiving a zero. The parent/guardian will observe the student in class. The student, parent/guardian, principal, and teacher will meet for a conference to adjust behavior plan. Written documentation will be sent home and filed in the school office. The Board of Christian Education will be notified of the offense and the action taken.

Fifth Discipline Office Referral

The student will be sent to the office for a conference with the principal. The parent/guardian of the student will be notified. The student will be suspended indefinitely. Written documentation will be sent home and filed in the school office. The Board of Christian education will be notified and will consider student expulsion.

Depending upon the severity of the offense, the principal, under the direction of the Board of Christian Education, may accelerate the consequences listed above when deemed appropriate.

DRESS CODE POLICY K-6

The dress code policy is intended to emphasize modesty, neatness, cleanliness, and Christian values in student appearance. All final decisions are at the sole discretion of the administration of St. John's Lutheran School.

Dress Down Friday – Students will be allowed to dress down on Fridays for \$1.00. The following may be worn: athletic shorts with biker/sliding shorts underneath, yoga pants (not excessively tight), any shirt that is school appropriate (no bare shoulders or midriffs). The funds will be designated to the Technology Fund.

Dress Down Day - Students whose parents attend the PTL meetings will be allowed a dress down day the following day after the meeting. Additional dress down days may be announced. The following may be worn: athletic shorts with biker/sliding shorts underneath, yoga pants (not excessively tight), any shirt that is school appropriate (no bare shoulders or midriffs).

GIRLS:

Shirts (any solid color)

- Polo style knit shirts – long or short sleeve
- Peter Pan button down shirt – long or short sleeve
- Turtlenecks
- Any sweatshirt or t-shirt with the St. John's Insignia may be worn – no hoods
- Only small emblems, symbols, or logos

Pants (colors: khaki, navy, or black) (no yoga pants)

- Slacks, Capris – uniform plain, pleated or cargo
- Shorts – uniform plain, pleated or cargo – 5 inch inseam
- Skorts, Skirts, Jumpers– 5 inch inseam (colors: khaki, navy or black)

Dresses (polo style- any solid color)

Socks/Leggings: Color will not be regulated. Leggings must be worn under dress code bottoms.

BOYS:

Shirts (any solid color)

- Polo style knit shirts – long or short sleeve
- Button down collared shirts – long or short sleeve
- Turtlenecks
- Any sweatshirt or t-shirt with the St. John's Insignia may be worn – no hoods
- Only small emblems, symbols, or logos

Pants (colors: khaki, navy, or black)

- Slacks – uniform plain, pleated or cargo
- Shorts – uniform plain, pleated or cargo– 5 inch inseam

Earrings are not permitted

ALL STUDENTS:

Belts: (optional) solid black, brown, navy or khaki, no emblems or symbols, no large buckles

Shoes: Suggested shoes are athletic shoes which are appropriate for activity and/or P.E.

All shoes must be firmly attached to the foot and non-marking or non-scuffing

No cleats, house shoes, thong sandals or platform shoes are permitted

No distracting shoes (light up, music or noise) or hee-lies are permitted

Glitter, sequin or applique shoes are allowed, but parents must check frequently to be sure they are firmly attached, these may damage the flooring

Boots are allowed if soles are non-marking

Color or material are not regulated

Outerwear: Parents may use discretion in outerwear selection, however, any outerwear to be worn during class must be solid in color with very small emblems, symbols, or logos.

Students may not wear clothing that is baggy, frayed, ragged, and excessively faded, too tight or has holes. Field Day, field trips, programs, and assemblies dress will be determined by staff. Parents will be notified in advance.

SCHOOL SUPPLY LISTS FOR KINDERGARTEN– GRADE 6

KINDERGARTEN

1. 1 box of #2 pencils (Ticonderoga)
2. 2 boxes 24 count Crayola crayons
3. 4 boxes 8 count Crayola Crayons – classic colors
4. 2 large pink erasers (no toy eraser)
5. Watercolors
6. Fiskar scissors
7. 1 large box of facial tissue
8. 2 boxes 8 ct. Crayola **thin** line markers (classic colors)
9. 3 – 8 ct. Elmer’s glue sticks
10. 1 pkg. Expo Dry erase markers
11. 1 pkg. of baby wipes
12. 1 bottle of hand sanitizer
13. backpack – non-rolling
14. 1 pair of headphones for IPADS
15. 1 **plastic** blue folder - 3 prong with pockets
16. 1 **plastic** orange folder - 3 prong with pockets
17. 1 **yellow** 70 ct. wide ruled spiral notebook
18. 1 **green** 70 ct. wide ruled spiral notebook

Please label your child’s supplies.

A supply fee of \$10.00 for additional kindergarten school supplies will need to be paid on Registration Day when other applicable fees are paid.

FIRST GRADE

1. 1 box of pencils (#2 lead)
2. 2 large pink erasers
3. Fiskar scissors
4. 3 boxes of Crayola crayons (24 count)
5. 12 glue sticks
6. 16 count Crayola watercolors
7. 3 large boxes of facial tissue
8. backpack – non-rolling
9. 8 Expo dry erase markers (8 skinny black)
10. 1 pkg. thick Crayola markers (8 count classic colors)
11. 1 box cap erasers
12. 1 pair of headphones for IPADS
13. 1 pkg. 2x2 post-it notes

A supply fee of \$12.00 for additional first grade school supplies will need to be paid on Registration Day when other applicable fees are paid.

SECOND GRADE

1. 2 boxes #2 yellow Ticonderoga pencils
2. 2 large pink erasers
3. Fiskar scissors
4. 4 boxes of Crayola crayons (24 count)
5. 8 glue sticks
6. Watercolors
7. backpack – non-rolling
8. 8 Expo dry erase markers (skinny black)
9. 1 pkg. thick Crayola markers (8 count classic colors)
10. 1 box cap erasers
11. 1 pair of headphones or earbuds for IPADS
12. girls – bring 1 pkg. of baby wipes
13. boys – bring 1 large pkg. disinfectant wipes
14. 3 large boxes of facial tissue

NO SCHOOL BOXES

A supply fee of \$12.00 for additional second grade school supplies will need to be paid on Registration Day when other applicable fees are paid.

THIRD GRADE

1. 4 boxes 24 count Crayola crayons
2. 3 boxes Crayola Classic Colors Markers
3. Watercolors
4. 12 glue sticks
5. Fiskar scissors
6. 1 box #2 yellow Ticonderoga pencils
7. 2 boxes cap erasers
8. each girl should bring 1 bottle of hand sanitizer & 1 container of disinfectant wipes
9. each boy should bring 2 boxes of facial tissue
10. 1 pkg. of baby wipes
11. paint smock (old shirt is fine) (put name inside)
12. 1 pair of headphones for IPADS
13. assignment book (purchase at school)
14. backpack – non rolling
15. Faith Alive Bible (purchase at school) (can be used year to year)

A supply fee of \$20.00 for additional third grade school supplies will need to be paid on Registration Day when other applicable fees are paid.

FOURTH GRADE

1. mechanical pencils and replacement lead (as needed)
2. 1 box #2 yellow Ticonderoga pencils
3. 2 pkg. of disinfectant wipes
4. paint smock (old shirt is fine) (put name inside)
5. 1 box of facial tissue
6. glue sticks
7. backpack – non-rolling
8. headphones or earbuds
9. Faith Alive Bible (new students) (purchase at school)
(can be used year to year)
10. assignment book (purchase at school)

Please label your child’s supplies

A supply fee of \$27.00 for additional fourth grade school supplies will need to be paid on Registration Day when other applicable fees are paid.

FIFTH AND SIXTH GRADE

1. 4 composition notebooks
2. 2 – 3 prong folders w/pockets
3. mechanical pencils (as needed)
4. 1 pkg. of dividers (8)
5. 3 – 2 inch binders
6. 4 large glue sticks
7. Fiskar scissors
8. 1 pkg. pens (any color)
9. 2 pkgs. highlighters – any color
10. 1 box #2 yellow Ticonderoga pencils
11. 4 regular Expo markers
12. 4 skinny black Expo markers
13. 3 pkgs. wide ruled paper
14. 1 pkg. disinfectant wipes (5th grade only)
15. 1 pkg. Ziploc bags (6th grade only)
16. 2 pink erasers
17. backpack (non-rolling)
18. headphones
19. Faith Alive Bible (new students) (purchase at school)
(can be used year to year)
20. Assignment book (purchase at school)

**EARLY CHILDHOOD
EDUCATION
INFORMATION**

INFANT PROGRAM

TODDLER 1

PRESCHOOL 2

PRESCHOOL 3

PRESCHOOL 4

PAGES 21-28

FEES

	<u>Infant Program</u>
Monday thru Friday	Weekly Fee \$130.00 - Registration \$ 100.00
	<u>Toddler 1 Program</u>
Monday thru Friday	Weekly fee \$130.00 - Registration \$100.00
	<u>Preschool 2</u>
Monday thru Friday	Weekly Fee \$125.00 - Registration \$100.00
Monday, Wednesday, and Friday	Weekly Fee \$100.00 - Registration \$ 85.00
Tuesday and Thursday	Weekly Fee \$ 75.00 - Registration \$ 85.00
	<u>Preschool 3</u>
Monday thru Friday	Weekly Fee \$125.00 - Registration \$100.00
Monday, Wednesday, Friday	Weekly Fee \$100.00 - Registration \$ 85.00
Tuesday and Thursday	Weekly Fee \$ 75.00 - Registration \$ 85.00
	<u>Preschool 4</u>
Monday thru Friday	Weekly Fee \$125.00 - Registration \$100.00
Monday, Wednesday, Friday	Weekly Fee \$100.00 - Registration \$ 85.00
Tuesday and Thursday	Weekly Fee \$ 75.00 - Registration \$ 85.00

The weekly fee is required even if the child is absent for the entire week. For days when the Eagles' Nest is closed the full weekly fee is still due, except for the following: November 20-24 (closed for Thanksgiving), December 21 – January 3 (closed for Christmas), the week before the new school year begins. There will be no charges for these weeks.

Mandatory auto draft will occur every two weeks for students enrolled in the Early Childhood Education program. Auto draft only applies to the weekly fee, not the annual registration fee, etc. Auto draft schedule may be found on page 4. All outstanding charges will be automatically drafted 5 days after each semester.

ENROLLMENT POLICY - INFANT, TODDLER 1, PRESCHOOL 2, 3 & 4

The registration fee for the upcoming year is required to reserve a spot for your preschool child. This registration fee is to be paid when application is made for the upcoming school year. If for some reason the child does not attend school after they have been accepted, the registration fee is non-refundable, unless just reasons can be provided for the child not attending.

WITHDRAWAL - INFANT, TODDLER 1, PRESCHOOL 2, 3 & 4

A two week written notice and an [auto draft deletion form](#) is required if you choose to withdraw your child from our program for any reason. The notice is not effective until given to the director. If not received, the weekly fee will be charged after you have left the program, until such written notice is received.

INFANT, TODDLER PROGRAM, PRESCHOOL 2, 3, 4 PROGRAM HOURS

7:00 AM – 5:30 PM

A late fee of \$10.00 will be charged after 5:30 PM for all programs payable at pick up and is strictly enforced.

SIGN-IN AND SIGN-OUT POLICY PICK-UP INFANT, TODDLER 1, PRESCHOOL 2, 3 & 4

Mandatory sign-in and sign-out sheets are located at the following: Infant – classroom; Toddler 1 thru Preschool 4 – hallway by the assembly room. Please walk your child to the assembly room or their classroom each day. For your child's protection, a teacher must know that your child is present. Safety and security are of prime importance to us.

St. John's has no legal authority to refuse either parent the right to pick up his/her child, unless a court has stipulated otherwise. A copy of the legal papers must be presented. These will be kept confidential.

Children will only be dismissed to those persons whose names appear on that child's information form. You may call and let us know if someone different will pick your child up. We will check the identification of anyone we do not know.

SUMMER PROGRAM

A summer care program (optional) will be offered to currently enrolled St. John's students. If room exists, spaces will be opened to the community. You will be allowed one week of vacation fee break during the summer program. If a child will be absent because of vacation for an entire week at a time, not just days the fee due will be one-half of the normal fee. [This absence must be indicated on the form provided at least 2 full weeks in advance of the tuition.](#)

Currently enrolled St. John's students may drop-in for a day if room is available in the child's classroom. A drop-in fee of \$45.00 will be due on or before this day.

HEALTH

All students must have satisfactory evidence of current immunizations required by the State of Arkansas on file in the preschool office. All students must submit a copy of the current immunizations record. Immunizations must be kept current throughout the year. St. John's must be able to verify that the child has been immunized as required by the Arkansas Department of Health and Human Services and the child must keep current per their age within 15 days of required immunizations or the child cannot remain in care at St. John's. See Table I at the back of the Handbook.

St. John's Eagles Nest Medication Policy

St. John's will NOT administer any pain or fever reducer (Tylenol, ibuprofen, motrin, pediacare, etc.). We will only administer prescription antibiotics if required more than twice a day.

All medicines must be administered by the school staff and are properly stored in the preschool rooms. Medication must be brought to the school by the parent or guardian in a container appropriately labeled by the pharmacy or physician. Preschool parents must fill out a medication form detailing the name of the drug, dosage, and the time interval in which the medication should be administered. Please bring an accurate spoon or cup along with the medication, as we do not keep any on hand. Cough drops are not administered to the preschool children due to choking hazards.

Parents will be notified if their child becomes ill at school so they can be picked up promptly. If the parent or guardian can't be reached, we will notify the emergency person listed. Please make sure the emergency contact persons are able to come to the school if needed. Sick children are expected to pick up within 1 hour after being contacted or a fee of \$25.00 will be due. For the safety and well-being of our school community, we require you to keep your child at home for any of the following:

Parents must report any of the following to the school office:

1. Fever (over 100 degrees). A child should be free from fever without taking a fever reducer for at least 24 hours before returning to school.
2. Vomiting. Students should not return to school until the vomiting has completely stopped for 24 hours.
3. Diarrhea. Two (2) or more watery stools in a 24 hour period. Students should not return to school until the diarrhea has completely stopped for 24 hours.
4. Contagion. A child should remain at home for any condition that may be spread to others, such as conjunctivitis, lice, impetigo, scabies, chicken pox, hand foot and mouth, strep, etc. The child should remain at home for at least 24 hours unless a physician's note is provided.
5. Head Lice. Students should remain at home until the morning after the first head lice treatment. Preschool parents will be required to sign a slip verifying their child was treated for head lice and show proof of treatment (over the counter receipt or doctor's note).
6. Special Health Care Needs. Children with special health care needs (ex. asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given on an emergent basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans must be completed no later than two weeks after admission and shall be updated as needed, but at least yearly.
7. Strep Throat. Students must be on anti-biotics for 24 hours and be fever free without taking a fever reducer for at least 24 hours before returning to school.

TEETHING

Teething may occasionally cause discomfort to your child. These symptoms may include an occasional loose stool or a low-grade fever. However, if your child runs a temperatures of 100 degrees or higher or has at least two loose stools, we must assume more than teething. You will be asked to come and get your child and keep him/her at home for 24 hours unless your doctor sends an "admit to return to school due to non-contagious symptoms."

CURRICULUM - PRESCHOOL 2, 3 & 4

The Preschool was established as a place where young children are free to discover and explore the world of learning in a Christ-centered environment. The environment is designed to stress caring and sharing. It is structured, yet within the structure there is freedom. Children can express feelings and experiment with many different learning challenges. Activities are designed to be hands on and recognize each child's uniqueness and individuality. These activities build a positive self-concept for children as well as meeting the children's spiritual, social, physical, emotional, and intellectual needs.

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone says; it requires active thinking and experimenting to find how things work and learn first-hand about the world we live in.

St. John's provides effective learning experiences in:

- *Jesus Time - Simple Bible stories, Christian attitudes
- *Language Development – Stories, puppetry, finger plays, discussion, dramatic play
- *Pre-Reading Skills – Sorting and classifying, sequencing, story-telling storybook reading and discussion, exposure to letters and their sound in ways appropriate to the developmental age of the child
- *Pre-Math Skills – Counting, measuring, calendar time, exposure to numerals and their value
- *Music Exploration – Singing, playing simple musical instruments, rhythms, creative movement
- *Large Motor Skills – Indoor games, outdoor activities, movement exploration
- *Discovery Art – Colors, blending colors, crafts, many media experiences
- *Fine Motor Skills – Cutting, lacing, finger painting, stencils, tracing
- *Sensory Investigation – Science experiences, nature walks, cooking
- *Walking field trips and guests provide additional enrichment

Preschool usually represents a child's first separation from home and first experience with a peer group. Therefore, young children have a lot of social learning to do. In preschool, children can grow from their self-centered world of "I" to the world of interaction, "we". They learn through exploring and inquiring to solve their problems. Your child will be in a safe, secure environment where the teacher often says, "I love you" and "Jesus loves you".

St. John's is committed to:

- *Providing opportunities for children to come to know Jesus as their Savior and friend through formal lessons, worship, and informal learning experiences.
- *Providing opportunities and activities to help children have a healthy self-concept, which includes accepting themselves, their limitations, and their God given talents.
- *Providing experiences and activities, which will fulfill the children's basic individual needs. (Spiritual, emotional, social intellectual and physical).
- *Providing guidance as children become less self-centered and start taking part in small group and large group activities.
- *Providing opportunities for children to explore their environment at school and in the community.
- *Providing opportunities for children to show and participate in creative experiences.
- *Providing interests and experiences, which broaden the children's aptitude for future schoolwork.

REST TIME TODDLER 1, PRESCHOOL 2, 3 & 4

A supervised rest period of at least one hour but not to exceed two hours is scheduled after lunch according to the Arkansas Minimum Licensing Requirements for Child Care Centers Handbook. Each child will have a labeled mat provided by the school. Parents are to provide a fitted crib sheet for his/her mat and blanket. Sheets and covers are to be washed at least once a week. Children may bring one small soft stuffed animal or security item to sleep with at rest time. DO NOT send flashlight pets, light up or glow animals for your child.

OUTSIDE PLAY

We have two playgrounds: one for children less than two and another for children two and older.

We do not go outdoors if the temperature is below 35 degrees (or chill factor is below 35 degrees). Please send jackets, hats, and gloves for children in colder months.

We do go outside even if the heat index is above 90 degrees, outdoor play will be scheduled during early morning hours or length of time spent outdoors will be reduced.

STAR OF THE WEEK

In an effort to reinforce Christian character traits and good conduct, St. John's preschool has established the Star of the Week Program. The Stars of the Week will receive a certificate at the Wednesday chapel service. All students who have been identified as a star of the week during the quarter are eligible for a special drawing for a prize sponsored by the PTL. It is at the teacher's discretion to inform the parents.

LUNCH AND SNACKS - TODDLER 1, PRESCHOOL 2, 3 & 4

A nutritious, well-balanced lunch with milk is catered daily. Breakfast is not provided. Children are expected to have breakfast before they arrive. Please do not send food for breakfast. Morning and afternoon snacks are served. The weekly fee includes lunch and morning snacks.

Parents are expected to mark their child's lunch order on the lunch board in the classroom or call their lunch order in by 8:30 AM each day. Students will need to bring a home lunch if they arrive after 8:30 AM or if their parents do not call in their lunch order before 8:30 AM.

Students not eating the school lunch should bring a nutritious sack lunch from home. See Childcare Meal Pattern guide, Appendix C, in the back of the Handbook. Late lunch deliveries should be properly labeled and given to a preschool teacher.

Restaurant fast food, soft drinks, candy/gum are not allowed. Visitors may purchase a meal for \$3.25 if the office is informed in advance no later than 8:30 AM. After 8:30 AM visitors will need to provide their own lunch if they wish to eat with the students.

Toddler 1, Preschool 2, 3, and 4 lunches are to be called into the school office by 8:30 A.M.
Please DO NOT text teachers about ordering a lunch for your child as they
do not have their phones with them.

All food brought from outside sources shall come from Health Department approved kitchens and shall be transported as per Health Department requirements, or the food shall be in individual, commercially pre-packaged container. (This does not include individual sack lunches brought from home).

DISCIPLINE - TODDLER 1, PRESCHOOL 2, 3 & 4

During the preschool years children are learning social skills and how to interact with others. These are skills that will affect them throughout their lives. At St. John's we view discipline as a process of teaching children and at all times discipline will be Christ-centered. Students are privileged to attend St. John's. This privilege will be taken away if persistent problems cannot be resolved.

1. The children will be encouraged to settle disputes using words, rather than hitting or biting.
2. The child will be reminded of rules in a positive way. (i.e. walking feet while inside)
3. The child will have the situation explained. (After you pick up the blocks you may play with the puzzles).
4. TODDLER 1 – A brief separation from the group is acceptable when the child's behavior places the child or others at risk of harm.
5. PRESCHOOL 2, 3, 4 - The child may be asked to sit on a chair until composure is gained. When "thinking time" is used, the separation shall be brief and appropriate for the child's age (one minute for each year of child's age -- 2 minutes for a 2-year-old, etc). When the child is separated from the group, the child will be within the sight of an adult in a lighted, ventilated area.
6. Persistent discipline problems will be brought to the attention of the parent and the director. An individualized discipline plan will be developed.
7. The goal is self-discipline, and we begin at this early age to help a child take responsibility for his or her own behavior. Simple basic rules with a positive attitude and approach makes this possible with the preschool child.

BITING POLICY

St. John's Eagles Nest recognizes that biting is a normal age appropriate behavior for some children. We will work with the family of the biter to try to find individual solutions for that particular child. We also feel the need to make sure that every child enrolled at St. John's is offered a loving, safe environment. Therefore the biting policy is instituted at the Director's discretion.

- Skin broken- Parent called and child will be dismissed for the day
- 1st bite- Parent notified with a written incident report
- 2nd bite- parent notified with a phone call
- 3rd bite- Parent called and child will be dismissed for the day

PRESCHOOL 3 AND PRESCHOOL 4 SCREENING

All preschool 3 and 4 students will be screened for language and developmental needs.

CLOTHING AND PERSONAL CARE - TODDLER 1, PRESCHOOL 2, 3 & 4

TODDLER 1 - Parents are expected to provide an adequate supply of disposable diapers or “pull-ups”. Make sure that your child has TWO changes of clothes in their locker for emergencies. Please place each set of clothes in a ziplock bag clearly labeled with your child’s name on the outside of the bag. Please use good judgment in dressing your child for class. Simple, easy to manage washable clothing that allows participation in active play is needed. One-piece jumpsuits should not be worn. Children should be sent to school in closed-toe shoes (i.e. tennis shoes). Backless shoes (slides, clogs, flip-flops, **cleats**, etc.) are not permitted. Students are strongly encouraged to wear NON-MARKING/NON-SCUFF SHOES such as tennis shoes for the sake of the gym floor for playtime.

PS 2 - Children in the PS 2 class are moving towards toilet training and parents are expected to provide an adequate supply of disposable diapers or “pull-ups”. Make sure that your child has TWO changes of clothes in their locker for emergencies. Please place each set of clothes in a ziplock bag clearly labeled with your child’s name on the outside of the bag. Please use good judgment in dressing your child for class. Simple, easy to manage washable clothing that allows participation in active play is needed. One-piece jumpsuits should not be worn. Children should be sent to school in closed-toe shoes (i.e. tennis shoes). Backless shoes (slides, clogs, flip-flops, **cleats**, etc.) are not permitted. Students are strongly encouraged to wear NON-MARKING/NON-SCUFF SHOES such as tennis shoes for the sake of the gym floor for playtime.

PS 3 and PS 4-We desire for all children to be toilet trained in PS 3 and PS 4 classes. Teachers are willing to work with your child on a trial basis through the potty training process; however, we will individually evaluate the process if we see that your child is not developmentally ready and accidents occur frequently. Make sure that your child has at least ONE change of clothes in their locker for emergencies. Please place clothes in a ziplock bag clearly labeled with your child’s name on the outside of the ziplock bag. Simple, easy to manage washable clothing that allows participation in active play is needed. One-piece jumpsuits should not be worn. Children should be sent to school in closed-toe shoes (i.e. tennis shoes). Backless shoes (slides, clogs, flip-flops, **cleats**, etc.) are not permitted. Students are strongly encouraged to wear NON-MARKING/NON-SCUFF SHOES such as tennis shoes for the sake of the gym floor for playtime.

Please label all outerwear. Take the current weather into consideration when dressing your child for the school day.

Children should not bring their own toys and belongings to school unless requested by the teacher. Security items will be allowed at nap time only if they do not cause undue disruptions (stuffed animals, pacifiers for Toddler 1 and PS 2, etc.)

BIRTHDAYS - INFANT PROGRAM, TODDLER 1, PRESCHOOL 2, 3 & 4

Private party invitations may be sent home in the classroom as long as every student is invited. Invitations need to be handled in another way if all students in the class are not invited.

If you would like to do something special for your child’s birthday at school, please make arrangements in advance with your child’s teacher

All food brought from outside sources shall come from Health Department approved kitchens and shall be transported as per Health Department requirements, or the food shall be in individual, commercially pre-packaged container. (This does not include individual sack lunches brought from home).

TODDLER 1, PRESCHOOL 2, 3, 4 SCHOOL SUPPLY LIST

Toddler 1

1. 1 box gallon ziplock bags
 2. 2 large boxes of facial tissue
 3. old long t-shirt for painting or paint smock
 4. 1 box of 8 large Crayola crayons
 5. 1 small pillow, 1 small blanket, and 1 fitted crib sheet - **with child's name on top**
 6. 1 package of white copy paper (500 sheets) (8 ½ x 11)
 7. Baby wipes (box of 400 wipes to be brought each month)
 8. **2 changes of clothes in a zip lock bag (pants, shirt, socks) with child's name on the outside**
 9. **Clean sippy cup to be brought daily (with name on it)**
 10. Pacifier (for rest time) (if needed)
 11. Bibs for lunch (plastic that can be wiped clean)
 12. non-perishable healthy snack to serve your child's class. Suggestions: cheese crackers, box of cereal, peanut butter crackers, raisins, pretzels, etc. (more will be needed through the year)
- (Please write child's name only on the specified items)**

Preschool 2

1. 1 **large** box of facial tissue
2. 3 boxes of **8 LARGE Crayola** crayons
3. school box (cigar box size) - **with child's name on top**
4. 8 markers – classic colors - washable
5. old long t-shirt for painting or paint smock
6. 1 box gallon ziplock bags
7. 2 containers of play-dough
8. 1 small pillow, 1 small blanket, and 1 fitted crib sheet - **with child's name on top**
9. 1 package of white copy paper (500 sheets) (8 ½ x 11)
10. watercolors - Crayola
11. 3 containers of baby wipes (more may be needed through the year)
12. 1 coloring book
13. disposable camera
14. **Change of clothes in a zip lock bag with child's name on the outside**
15. non-perishable healthy snack to serve your child's class. Suggestions: cheese crackers, box of cereal, pretzels, goldfish crackers, graham

crackers, etc. (more will be needed through the year)
(Please write child's name only on the specified items)

Preschool 3

1. 3 boxes of 24 Crayola crayons
 2. soft pencil case for crayons (no hard boxes) **with child's name on top**
 3. 1 large box of facial tissue
 4. 2 containers of play dough (any color)
 5. Friskars easy open preschool scissors
 6. 2 pkgs. watercolors
 7. old long t-shirt for painting – **with child's name on it**
 8. 1 small pillow, 1 small blanket or beach towel, and 1 fitted crib sheet - **with child's name on top**
 9. 2 containers of baby wipes (more may be needed through the year)
 10. 8 washable markers – classic colors
 11. 1 package of white copy paper (500 sheets) (8 ½ x 11)
 12. 4 glue sticks
 13. **Change of clothes in a zip lock bag with child's name on the outside**
 14. non-perishable healthy snack to serve your child's class. Suggestions: crackers, raisins, pretzels, etc. (more will be needed through the year)
- (Please write child's name only on the specified items)**

Preschool 4

1. 1 small pillow, 1 small blanket or beach towel, and 1 fitted crib sheet- **with child's name on top**
 2. **Change of clothes in a zip lock bag with child's name on the outside**
 3. non-perishable healthy snack to serve your child's class. Suggestions: cheese crackers, box of cereal, peanut butter crackers, raisins, pretzels, teddy grahams, goldfish/whales crackers, etc. (more will be needed through the year)
- (Please write child's name only on the specified items)**
A supply fee of \$10.00 for additional preschool 4 school supplies will need to be paid at Orientation when other applicable fees are paid.

**EARLY CHILDHOOD
EDUCATION
INFORMATION**

INFANT PROGRAM

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COMMUNICATION

Communication between parents and teachers is crucial for your child to receive the best care. Every morning we ask that you take a few minutes and write down how your child's night was, how the morning is going, when your child last ate, and any special instructions you may have for the care giver. This information will help your child's care giver anticipate your child's special needs and make the day easier for them both. During the day, care givers will write down information pertaining to your child's activities and schedule for your review. This information will include feedings, nap times, and "special" information so you can share in their days. Our care givers know the importance of letting you know how your child's day was, especially if a new event occurred! If you have any questions or specific requests, please ask the care givers and make a note on your child's daily sheet. Sheets will be available daily and teachers will try to connect verbally with each family. However, drop off and pick up times can be very busy times for teachers and they may not have time for extensive conversations. Their first and most important responsibility is the infants in the classrooms.

Sign in/sign out sheet are located inside the door of the classroom, please sign your child in when arriving and out when leaving. This is required by state licensing standards.

The person you select to be on your Authorized Pick-Up List must be at least 18 years of age. The person must bring a picture I.D. and present it to the staff member in charge of dismissal if this person has not been formally introduced to our staff.

WHAT TO BRING:

- Formula or breast milk for infants up to 12 months of age
- Distilled baby water (If desired)
- Bottles
- Diapers
- At least three complete changes of clothing
- 2 pacifier (if desired)
- Diaper wipes (400 wipes are to be brought monthly)
- Breakfast/lunch food
- 2 boxes of facial tissue
- 2 fitted crib sheets
- Blanket/sleep sack
- Eating utensils
- Bibs - plastic
- Burp cloth
- Diaper ointment (If desired)
- Sippy cup (need by time child is 8 months old)
- Picture book of family members (optional)

Please label all items brought to St. John's.

DO NOT PUT MEDICINES, OINTMENTS OR FOOD SUPPLEMENTS IN LUNCH BOXES OR CHILDREN'S DIAPER BAGS. GIVE ALL MEDICINES DIRECTLY TO YOUR CHILD'S CARE GIVER.

INTERACTIONS AMONG CHILDREN AND CARE GIVERS

1. Care Givers engage in many one to one, face-to-face interactions using a pleasant soothing voice and simple language.
2. Infants are provided a variety of environments/settings in order to provide them with a wide amount of experiences.
3. Caregivers talk to children before, during and after moving a child so the child may remain oriented to procedures and routine and so they may be given a predictable environment.
4. Caregivers are responsive to sounds children make, imitate them and respect children's sounds as the beginning of communication.
5. Caregivers respond quickly to a child's cries or calls of distress.
6. Diaper changing, feeding and other routines are viewed as initial learning experiences for babies.
7. Caregiver is to refrain from sitting in rockers unless they are holding a child. This allows for more interactions between staff and children at the child's level.

DIAPERING

In our program, we use disposable diapers provided by parents. Diapers are checked every two (2) hours. There should be enough of a supply for at least three (3) full days. If your supply runs low, your caregiver will give you a reminder to replenish your supply, but it is the parent's responsibility to check that the supply is adequate. If your supply is depleted, you will be called to bring a supply in immediately. They will be stored within easy reach of the diapering area. Disposable, moistened wipes are also provided by parents and are stored in the original container to preserve moisture. We remove (with clean hands or freshly gloved hands) only the number of wipes that are needed for one diaper change at a time.

Over-the-counter diaper creams/ointments must be purchased by the parent for the child and should be labeled with the child's name. Parents must complete a medication permission form allowing us to apply the diaper cream/ointment. If a prescription ointment is to be applied, a medication permission form must also be completed and signed by the parent. The ointment should be labeled with the child's name, put out of the reach of children and must be applied by the individual(s) designated to give medications. In addition, extra sets of outer clothing should be brought in as clothing can be soiled by diaper leaks.

SLEEPING

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for a walk in a stroller, he/she will be put in their cribs to continue their sleep. Note that it may take some time for sleeping habits to adjust to a new situation. The teachers use many of the techniques used at home, including loose swaddling, loose wrapping, and patting, to help your child sleep, if needed, and we will work closely with you to establish good sleep habits for your child. As your child grows and matures, mat sleeping will be encouraged. This will assist especially in the transition from the infant room to the toddler room when that time comes.

SAFE SLEEPING PRACTICES

Infants will be placed on their back for sleep unless otherwise recommended by physicians. The infants are provided with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Two children never share a crib at the same time. Please provide a clean fitted crib-sized sheet and blanket/sleep sack each week for your infant or toddler. The above practices are supported by the U.S. Consumer Product Safety Commission, the American Academy of Pediatrics, and the National Institute of Child Health and Human Development.

We understand that practices may be different at home and that some children have unique situations (e.g. – twins may sleep together in the same crib). However, we must follow licensing guidelines and adhere to the above stated policies. It may or may not be difficult for some children to adjust if they are used to sleeping in a different position or with a parent/sibling.

MEAL TIME FOR INFANTS

Young infants will be fed according to their own schedule. As they grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. During lunch, infants not yet eating table food will be served cereals and jarred foods. Whenever possible, the same caregiver shall feed a specific infant for most of that infant's feedings.

Caregivers should be gentle, patient, sensitive, and reassuring by responding appropriately to the infant's feeding cues. Cues such as opening the mouth, making suckling sounds, and moving the hands at random all send information from an infant to a caregiver. Early relationships between an infant and caregivers involving feeding set the stage for an infant to develop eating patterns for life.

Waiting for an infant to cry to indicate hunger is not necessary or desirable. Nevertheless, feeding children who are alert and interested in interpersonal interaction, but who are not showing signs of hunger, is not appropriate. Cues for hunger or interaction seeking may vary widely in different infants.

If your infant (eating table food) or toddler should have a food allergy or food intolerance, please notify your child's teacher immediately. A doctor's note must be provided stating exactly what foods cannot be given to your child.

All jars of baby food must also be marked with initials. Please mark the jar as well as the cover. This will help avoid confusion in preparing bottles and food, returning used bottles, and storing unused portions of baby food in the refrigerator. The care givers will rinse used bottles and put them in either your child's diaper bag or cubby for your convenience. We suggest that each child be brought in with a minimum of four bottles per day. It is the responsibility of the care givers to notify the parents if and when the can of formula is getting low.

BOTTLE FEEDING

Parents of bottle-fed babies will need to provide 3 - 4 clean, labeled bottles, nipples, and lids on a daily basis. When bottle feeding, caregivers shall either hold infants or feed them sitting up. Infants who are unable to sit shall always be held for bottle-feeding.

St. John's care givers will offer children fluids from a cup as soon as they are developmentally ready. Children may be able to drink from a sippy cup as early as 5 months of age while for others it is later. Weaning a child to drink from a cup is an individual process, which occurs over a wide range of time. The American Academy of Pediatric Dentistry (AAPD) recommends weaning by the child's first birthday.

BREAST MILK FEEDING

If you are breast-feeding your child, all breast milk must be dated and have your child's name on it. Due to limited spacing in freezer a one week's supply may be kept at school. Unused breast milk stored in freezer/refrigerator not picked up each Friday will be discarded.

St. John's encourages and supports breastfeeding. We will have a designated place set aside for breastfeeding mothers who want to come throughout the day to breast-feed.

Unused expressed breast milk shall be discarded after 48 hours if refrigerated.

Breast milk from a mother shall be used only with that mother's own child.

FORMULA FEEDING

Unused formula shall be discarded after 48 hours if refrigerated. A bottle that has been fed over a period that exceeds an hour from the beginning of the feeding or has been un-refrigerated an hour or more shall not be served to an infant.

WARMING BOTTLES AND INFANT FOODS

Bottles and infant foods shall be warmed under running warm tap water or by placing them in a container of water that is no warmer than 120 degrees. Bottles shall not be left in a pot of water to warm for more than 5 minutes. Bottles and infant foods shall not be warmed in a microwave oven. After warming, bottles shall be mixed gently and the temperature of the milk tested before feeding. Infant foods shall be stirred carefully to distribute the heat evenly. A caregiver shall not hold an infant while removing a bottle or infant food from the container of warm water or while preparing a bottle or stirring infant food that has been warmed in some other way.

If a slow-cooking device, such as a bottle warmer, is used for warming infant formula, breast milk, or infant food, this slow-cooking device shall be out of children's reach, shall contain water at a temperature that does not exceed 120 degrees and shall be emptied, sanitized, and refilled with fresh water daily.

FEEDING SOLID FOODS TO INFANTS

St. John's will serve infants food that is provided by his/her parents. They will serve solid food by spoon only. Jars of baby food not eaten within the day will be disposed of. Jars unfinished in the morning are refrigerated until the next meal. Food will not be shared among children using the same dish or spoon. Solid food shall not be fed in a bottle or in an infant feeder unless the child has specific written instructions from a health professional to do so.

After your child is 12 months old and is able to have the items on the menu, you have the option of placing him/her on our lunch program. There is no additional cost. Our lunch program consists of a hot lunch each day that is prepared and delivered by Cater Rita's. See your child's teacher for a menu if you are interested in joining.

Infant lunches are to be called into the school office by 8:30 A.M.
Please DO NOT text teachers about ordering a lunch for your child.

OUTDOOR PLAY/FRESH AIR

The children go for a buggy ride or play outdoors daily weather permitting. We have two playgrounds: one for children less than two and another for children two and older. We do not go outdoors if the temperature is below 35 degrees (or chill factor below 35 degrees) or over 90 degrees (heat index). Please send jackets, hats, and gloves for children in colder months.

BEHAVIORAL GUIDANCE

- Positive guidance and redirection for children will be provided.
- A brief separation from the group is acceptable when the child's behavior places the child or others at risk of harm.

INFANT FIRE DRILLS

Infants will be placed in emergency evacuation cribs designed for fire drills. A maximum of four infants per crib will be maintained. Cribs will be moved down hallway and outside to safety.

SAFETY POLICIES

No pillows or stuffed animals in cribs.
No accessible plastic bags in the environment.
All electrical outlets must be covered.
Bottles must be disposable or plastic, never glass.
Children must never be left unattended on the changing table.
Bottles will be held for infants under the age of six months.
Bottles will not be propped.

HEALTH POLICIES

The changing table must be disinfected before and after each use.
Hands of both infants and caregivers must be washed before feedings.
Toys must be cleaned and disinfected daily and as needed.
Cribs must be cleaned and disinfected weekly and as needed.

POLICIES ON EQUIPMENT AND FURNISHINGS

Safety belts must be used on strollers, swings, infant seats, and high chairs.
Locks and latches must be securely fastened at all times.