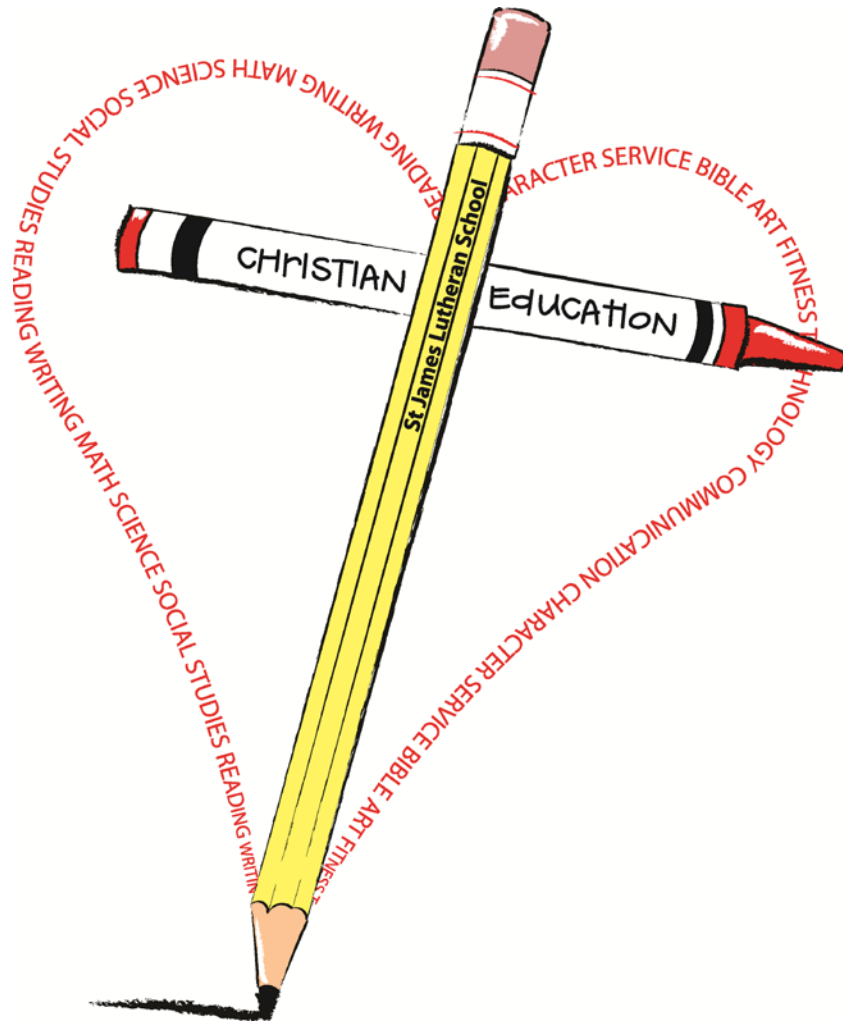


# St. James Lutheran School

## Parent Handbook



**2017-2018**

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SJLS does not discriminate on the basis of race, color, gender, religion or national and ethnic origin in administration of its educational policies or admissions policies.

## *Welcome*

*Welcome to St. James Lutheran School!* We are thrilled to have your child and you in our school family. We believe that God has called each student, staff member and school volunteer to SJLS. That means everyone affiliated with the school has been hand picked by our Father. What an awesome realization!

Be assured that your child will receive the highest and best education possible at SJLS. Every adult who interacts with your child is a devoted follower of Christ and has your child's best interest at heart. The children are treated with respect, fairness, and compassion. We try to model for the children Christlike love and behavior, knowing that if we set the example, the children will integrate this approach into their own lives.

Please read this handbook thoughtfully. Understanding of policies and procedures helps all of us work together in the best interest of your child.

We look forward to working with you and your child. We encourage your participation and input. Whenever you have a concern, question, or comment, feel free to set up a conference with your child's teacher. The office door is always open to you as well. You are always welcome at St. James Lutheran School.

Kristin Ross

*A partner with you  
in building a strong foundation  
for success in your child's life*



*School Staff 2017-2018*

Administrator.....Ms. Kristin Ross  
 K3 Teacher..... Ms. Susan Hepler  
 K4 Teacher.....Mrs. Judie Lindsey  
     K4 Aide.....Miss Shantel Taylor  
 K5 Teacher.....Mrs. Sue Tucker  
     K5 Aide.....Mrs. Lori Forester  
 First Grade Teacher .....Ms. Savannah Kesterson  
     Second Grade Teacher.....Mrs. Kyleen Cook  
     Related Arts Teacher.....Mrs. Jennifer Ritch  
 Extended Care Teacher.....Mrs. Jennifer Ritch  
     Extended Care Teacher.....Mrs. Judie Lindsey  
     Extended Care Teacher.....Miss Shantel Taylor  
 SJLS Ministry Team Chairman.....Mr. Harold Chandler

*St. James Lutheran School*

*1137A Alice Drive  
 Sumter, SC 29150  
 803-934-8727  
 803-934-8728 Fax  
 E-mail: [sjls1137@sc.rr.com](mailto:sjls1137@sc.rr.com)  
 Website: [sjlssumter.org](http://sjlssumter.org)*

*Where Jesus is Lord and His children grow in grace, truth, and knowledge*

This school was founded as **God's school** in the fall of 2005. All who work in it are His servants as we bring little children to Him for instruction in the faith and in academics.

### **Vision of Saint James Lutheran School**

*Called by God and empowered by the Holy Spirit, we teach children to rejoice in the Lord, to understand the grace of God, to serve our Lord, and to share Christ's love and forgiveness with others.*

*We realize this mission by providing His children with the highest standard of instruction academically and spiritually, within a safe and secure environment. We teach through precept and example so that the whole child (body, mind, and spirit) is nurtured and equipped to be successful as a child of God.*

### **Our OBJECTIVE - to honor, glorify, and obey God by:**

- Teaching others about Christ's love
- Providing a Christian-based curriculum of sound, age-appropriate instruction that prepares students for success in today's world
- Teaching servant-hood, compassion, and respect for others by precept, example, and application
- Helping children understand their uniqueness, gifts and talents, and how to best use these for God

### **OUR SPECIAL TRADITION**

The children of SJLS are called "*The Jewels*," because they are God's special treasures. Each class has been given a special name that is an expression of thanks to God for its uniqueness and that relates to a chosen Bible verse as follows:

#### **Three-year-old class: *The "I Cans"***

*"I can do all things through Christ who strengthens me."*  
- Philippians 4:13

#### **Four-year-old class: *"The Gracious Giraffes"***

*"He who lives a pure heart and whose speech is gracious will have the King for his friend"* -Proverbs 22:11

Kindergarten:                      The "Do- Bees"

*"Be ye doers of the word and not hearers only."*- James 1:22

First Grade:                         The "Promises"

*"And, behold, I send the promise of my Father upon you."*

- Luke 24:49

Second Grade:                      The "Believers"

*"Sing to the LORD a new song; sing to the LORD, all the earth."*

- Psalm 96:1

Please help your child learn his/her special school and class songs and memory verse.

FEES

St. James Lutheran School operates as a non-profit organization and relies on tuition, registration, and curriculum fee payments almost exclusively for funding. *Tuition for the program is a yearly fee paid over ten months (usually August 1-May 1), with payment to be made by the first of each month. Payment is required whether your child is in attendance or not, and withdrawal from the program requires at least two weeks' advance notification. There is no refund of registration, curriculum fee or tuition. Once the registration fee is paid in the amount of \$120.00 your contract with SJLS begins.* Military families will be released out of contract with proper proof of orders for relocation.

**Tuition and fees are as follows:**

* Nonrefundable registration fee -	\$120.00 annually
*K3-K4 nonrefundable curriculum fee -	\$100.00 annually
*K5-1 <sup>st</sup> grade nonrefundable curriculum fee-	\$200.00 annually
*2 <sup>nd</sup> grade nonrefundable curriculum fee-	\$225.00 annually
K3 tuition	\$225.00 per month
K4 tuition	\$235.00 per month
K5 tuition	\$275.00 per month
Grade 1 <sup>st</sup> - 2nd	\$300.00 per month
Extra fees, T-shirts, field trips, cap and gown for K-5.....	to be announced
Drop in Care.....	\$5.00 hourly per child

Drop in care payments are due at the time of service or in emergency situations you will be billed and payment is due by the end of the billing week.

*\*The nonrefundable registration fee is required at enrollment each year.*

*\*The nonrefundable curriculum fee is required by July 1<sup>st</sup>.*

*\*Tuition is a monthly set fee listed above. Tuition is not prorated if your child is out due to illness or family vacations.*

*Note: Members of St. James Lutheran Church receive a 10% discount on tuition. If tuition is paid in full there is a 10% discount given. A second child from any family enrolled at SJLS will receive a 5% discount on tuition. Members of our armed forces will receive a 5% military discount. Max discount is 10%*

**-Tuition must be paid in advance.** Checks are preferable and should be payable to *St. James Lutheran School*, with your child's name noted on the check to ensure proper credit. Checks must be placed in a sealed envelope with your child's name on it and placed the zipper pocket of your child's homework folder. The teacher will check the folders daily and deliver to the office. Cash must be hand delivered to the office.

-The first month's tuition is due by August 1. Thereafter, tuition is due the first day of the month, regardless of absences, holidays, or bad weather. There are 10 payments, beginning August 1st and ending with the May 1st payment. **Checks received after the fifth of the month will incur a \$15 late fee. Payments still outstanding for the week after the first week will incur a second \$15 late fee with the child not being allowed to continue until the account is settled. Even if your child is not in attendance as a result of your account balance, a \$15.00 late fee will accumulate every two weeks.**

## P O L I C I E S

*Parents, please read all policies carefully. You will be required to sign an agreement that you have read and understand all policies relating to the operation of SJLS.*

### **Enrollment**

A student will be accepted at SJLS on the condition that he/she is able to participate in all activities. S.C. State policies regarding enrollment and date of birth will determine placement. According to these guidelines, a child must be the age assigned to his/her class by September 1. In addition, parental contact information must be available at all times. Information such as home phone numbers, cell phone numbers, addresses, and emergency contacts should be accurate and up-to-date. Parents are asked to notify the school immediately of any change in address or telephone numbers.

Your child will be enrolled upon completion of the following:

- Turning in the application form and nonrefundable registration fee of \$120.00 at the time of enrollment.
- Paying \$100.00 or \$200.00 curriculum fee **no later than July 1<sup>st</sup>** prior to the ensuing school year.
- Paying first tuition payment **no later than August 1** prior to the school year
- Bringing in health form, emergency form, immunization certificate, copy of birth certificate, emergency contacts, all permission forms, policy forms, and a parent commitment form prior to the first day of attendance.

**Confidentiality** ALL SCHOOL RECORDS ARE PRIVATE AND SECURE. They will not be made available to any other parties or exposed in any way that might make them available to others.

### **Withdrawal**

In all withdrawal cases, two weeks' written notice is required, with the outstanding balance due in full on your child's account. If the withdrawal is due to a life threatening illness or accident the release of contract will be left up to the boards' discretion with proof of illness from a doctor. Until board approval of termination of contract all monthly payments must be paid on time.

### **Dismissal from School**

Students may be dismissed from school for the following:

- repeated violations of the absence policies
- delinquent account
- problems with discipline or unacceptable behavior that interfere with the safety, emotional well-being, or learning of any student



## Arrival and Departure

CLASS	Starts	Ends
K3	8:30	11:30
K4	8:30	12:30
K5	8:00	2:30
1 <sup>st</sup> and 2 <sup>nd</sup>	8:00	3:00

PLEASE OBSERVE THE FOLLOWING GUIDELINES:

-The school day starts **promptly as listed above**. Students should **be in the classroom** by this time.

-Please **do not** bring your child to school **more than 15 minutes before time for his class to begin** unless you have registered your child for early morning drop off.

- Upon arrival, children will be met by staff members and monitored as they walk to class. **Please do not leave until you see that a teacher or other staff member has your child.**

-At departure time, a staff member will be with your child at the entrance to the school. Please do not take your child without a member of the staff being notified that you have your child! Please be prompt in picking up your child. ***If your child is not picked up at the end of class he or she will be taken to our enrichment program and the hourly rate of \$5.00 will be charged to your child's account.***

-If someone other than the designated person(s) will be bringing and/or picking up your child, please indicate this at drop-off with a written note of permission, or call the school ahead of time (803-934-8727) and we will make a note of it. This person may be required to show us a copy of his/her **driver's license**. ***We refuse to release your child to anyone we cannot verify as the authorized person.***

### Parent Visitation

Parents are welcome to visit the school classroom. Please schedule classroom visits with your child's teacher. Non-custodial parents are allowed to visit their children at SJLS in agreement with the custodial parent and any court-ordered agreement. Copies of any agreements must be in the child's file.

Release of Children- All children can be released only to those names that are listed on the pick up sheet. A copy of a valid driver's license for each person who will be picking up your child is needed for each person that is on your child's list. If someone other than the custodial parent is picking up your child they must have a valid picture ID and be listed as a pick up person. We will not release a child to an unauthorized person.

Tracking of Children- When your child enters SJLS they are logged in with the date and time of arrival. When your child leaves SJLS they are logged out with the date and time of departure. If your child is outside of SJLS on a field trip they are logged out with the date, time, and location and logged back in when they arrive back. The office is informed when the students are in and out of the building, or are in a different location of the building.

### Absences

Parents are required to inform the school when a child is or will be absent for any reason. *Please inform the staff of the nature of your child's illness in case the child has a communicable illness.* Parents of the other students will be advised of any communicable diseases to which their children may have been exposed. *When advisable, a release from your physician will be necessary for a child to return to school.*

### Attendance Policy for SJLS

SJLS follows South Carolina laws regarding mandatory attendance for children who are at least 5 years old on or before the first day of September of a particular school year.

- A telephone call from a parent is requested by 8:00 a.m. so that we will know whether your child will be absent or arrive late.
- A doctor's excuse/note is **required** for absences due to illness for longer than three days and for all routine appointments. **We recommend that you try to make appointments during holidays or after school hours.**

Parents are responsible for obtaining necessary immunizations and physical examinations for their child and for providing the school with the appropriate information.

St. James Lutheran School is equipped to care for well children, and only well children are accepted at the school. Honest communication between teachers and parents will benefit your child.

A child showing signs of illness will, if possible, be promptly isolated from other children. Parents will be contacted at home or at work and are expected to come promptly. If the parents are unavailable, the emergency numbers and/or the child's doctor will be contacted, if warranted. In the event of an emergency, an ambulance will be called and the child may be taken to Palmetto Tuomey.

Please do not send a child to school if he/she has any of the following: **sore throat, bad cough, fever, nausea, diarrhea, and rash, runny nose that is not clear in color, inflamed eyes, lice/nits or any other symptoms of a possible communicable disease.** After a fever, your child's temperature must be normal (98.6°) for 24 hours before returning to school. (This means without the aid of a fever reducer.) The 24-hour wait also applies to all other symptoms of communicable diseases. When advisable, a release form from the physician will be necessary for a child to return to school.

### **Medications**

Written, signed and dated consent to administer any prescription or over-the-counter drug is required. Medication will be administered only to the child for whom consent has been given and in the dosage indicated on the prescription or consent. **Only the school administrator will administer medications. Please give all medication to the office.** The office will see that it is stored and administered properly and safely.

**For (prescribed) medications,** give the office the medication in its original container, labeled by a pharmacist with your child's first and last name, date on which the prescription was filled, medication's name and expiration date, administration, storage and disposal instructions. In the case of emergency medication (such as EpiPens or inhalers) or procedures, parents must complete our special Emergency Consent Form.

### Medical Emergencies-Accidents/Injuries

For minor injuries, first aid will be administered by the teacher or administrative staff. In the event of a serious injury parents will be contacted. If the parent is unavailable, the child's emergency contact and/or doctor will be notified. An ambulance will be called. *Permission for emergency care is included on your Emergency Card.*

### Clothing

Clothing should be comfortable and suitable for active learning and play.

1. K3-K5 child should have a change of indoor clothing to be left at the school.  
Please include underwear, socks, pants and a shirt in a small shoebox or Ziplock bag for storage. Please remember to replace these as seasons change and when clothing has been soiled.
2. Please label each item of clothing with the child's name or three initials.
3. Please allow your child to wear clothing that may get dirty.
4. *You may want to send an **over-sized shirt** for your child to wear on top of his/her clothes for messy projects.*
5. The children will spend some time outdoors on a daily basis, weather permitting. **Please dress your child appropriately.**
6. Have your child wear comfortable shoes for physical activities. Crocs are permitted only if the strap is placed on the back of the heel. **Flip-flops and spiked sports shoes are not allowed.**

### Discipline Policy

The staff will use positive methods of Christian discipline that encourage students to use self-control, self-direction and cooperation. **IN NO INSTANCE WILL CORPORAL PUNISHMENT BE ADMINISTERED (e.g. spanking),** nor will discipline be related to food, rest or toileting. We prefer to give encouragement and praise for good behavior. If the child is exhibiting an inappropriate behavior, we will tell the child that he/she needs to stop, explain why the behavior is unacceptable, and offer reasonable alternatives. Logical and natural consequences, as well as *time outs* (temporary loss of privileges), may be used as reasonable alternatives.

### Supervision of Children

Children are directly supervised at all times. Children under 4 are escorted to the restroom. Children 4 and over may go to restrooms with a class pass.



## EMERGENCY PLAN

In the event of an emergency, we will attempt to reach the parent/guardian(s) at home and at work. If the parent/guardian(s) are unreachable, St. James will call the child's designated contact person. Arrangements must be made to pick children up within one hour in the event of weather-related closing or evacuation type emergency.

In the case of an actual evacuation, children and staff will relocate to the First Assembly of God Church, 1151 Alice Drive, Sumter, SC, (775-4286) until an authorized pick-up person arrives or it until is safe to re-enter our building. SJLS children and staff participate in monthly fire drills and twice yearly shelter-in-place drills. Depending upon the type of emergency (closing or evacuation), parents will be notified in any combination of the following: bulk parent email, phone call, television and/or radio. Every effort will be made to contact parents or authorized pick-up persons. Teachers take emergency information with them on all SJLS sponsored events.

Our complete emergency plan is posted by the school office.

## SNACKS/MEALS

Students are asked to bring a simple, nutritious morning snack. Please do not send any snack item that needs to be refrigerated, prepared or heated.

**Kindergarten-2nd grade and extended care** students will also need to bring bag lunches containing a drink and non-perishable foods. If your child's lunch requires refrigeration, please put an icepack inside the container. Because some of our children have potentially dangerous food allergies, **SJLS is a PEANUT & TREE NUT-FREE ENVIRONMENT**. Please be aware of product labels that state, "May contain nuts." A suggested replacement for peanut butter is Sun Butter, which is available at Food Lion.

## Our School Day

### Schedules, Holidays, and Inclement Weather

Teachers post class schedules near their class doors. In times of inclement weather, the administration makes decisions regarding school day cancellation or delays. Parents should listen to local radio stations and television stations (WIS TV) for details regarding school closings. You will also be notified on the school's Facebook page.

### Curriculum

St. James Lutheran School uses the *A Beka* curriculum (published by A Beka Book of Pensacola, Florida) and the **S.C. State Standards**. Children learn through active involvement with the curriculum. The children learn about Christianity through Bible stories, Bible verses, Christian songs and finger plays, role-playing, drama, and prayer. Lesson themes are consistent throughout the curriculum; strategies used are age-appropriate for each class.

### Class Size

*Our classroom ratios are normally lower than 13:1.*

### Learning Objectives

The primary years of education establish the foundation of knowledge needed to achieve throughout life. It is in these formative years that the love of learning born within each child is either nourished or lost. Given the right tools and the proper guidance, primary aged children continue to feel successful and their desire to learn grows.

SJLS is committed to providing the right tools, a comfortable environment and the proper guidance for all students.

It is our belief that all SJLS students should...

- Feel safe, opening the door for making choices and sharing ideas without the fear of rejection
- Be respected, knowing that their thoughts and opinions will be valued by their peers and adults
- Lead as well as follow, working as a team to fill all roles and see the value in each
- Develop friendships, treating one another as they wish to be treated
- Learn through service, providing support for community organizations and

people in need

- Build a base of knowledge, learning core concepts that will serve as the scaffolding for later learning
- Strive for greater knowledge...applying and building upon core concepts
- Achieve, exceeding all expectations

Using quality resources and materials, SJLS faculty facilitates the learning process and ensures all students achieve. Our core curriculum is guided by our educational standards. Goals and objectives for our program align with the state standards of South Carolina and are enhanced by standards of other effective state and private programs throughout the country.

Throughout the day, children make self-directed and guided choices, participate in small groups and projects, join in meeting times with the whole group, and reflect upon and document their own learning experience. Our curriculum includes experiences in:

- Mathematics
- Language Arts
- Phonics
- Science
- Social Studies
- Reading
- Spanish
- Christian Values
- PE
- Character Education

### **Homework**

Your child will have homework on a regular basis. Homework reinforces the concepts being taught at school, develops personal responsibility, and prepares your child for higher grade levels in which homework is a daily expectation.

Memorizing the weekly Bible verse is an expected part of the curriculum for ages 4 and up. Children recite the Bible verse independently each Friday. Sometimes the temptation is strong for parents to complete a portion of the child's homework. Although we understand the rationale behind this motivation, this practice actually delays the child's learning. Allow your child to make mistakes. Mistakes alert the teacher to the skills she needs to reinforce.

### **Assessment**

Students are assessed continuously as teachers monitor their progress through the year. Formal assessments help us communicate with parents how their child is progressing and help us identify areas for teachers and parents to provide assistance to meet each child's special needs. Preschoolers will be assessed mid-year and at the end of the year. Beginning with kindergarten, all students will be assessed quarterly. First-Second graders will also receive interim reports.

### **Parent Volunteers**

We are always in need of volunteers. We need and urge your assistance in planning trips, celebrations, special programs, public relations activities, recruitment of future students, and other activities. We always need parents to accompany us on field trips.

*If you have a talent, hobby or trade you would like to share with the class, please contact the teacher. (Example: sewing, cooking, music, crafts, art projects, reading, collecting, bringing a pet to share, etc.)*

### **Grievance Procedures**

Parents/ Guardians should always feel free to address any concerns with the administration after speaking with the teacher.

### **Ways Parents Can Help Their Children**

1. Teach your child self-reliance.
2. Confer regularly with your child's teacher.
3. Take an interest in the school and whatever your child brings home.
4. Listen to your child.
5. Check your child's folder every day.
6. Build in your child a wholesome, friendly attitude toward the school staff.
7. Live, work, and play as a family group.
8. Get involved with the school by volunteering, helping with special projects, chaperoning, attending conferences, etc.
9. Work daily with your child in learning the Bible memory verse.
10. *It is VERY NORMAL for children to feel distressed when they are separated from their parents. Crying is a VERY NORMAL reaction for most children at some time or another. A quick exit after bringing your child is the best remedy.*