



**K-8 and ELC  
Parent Handbook**

*Educational excellence in a  
Christ-Centered Family*

# WELCOME!

## **Zion Lutheran Christian School**

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**Jonathan Schultz- Principal**  
**Noelle Arnold- ELC Director**

Welcome to Zion! It is an honor and pleasure to be able to serve you in caring for your child. Please take time to read this handbook; you will find important information concerning our program, our commitment to you and your child, and your responsibility as a parent of a child in our care. If you have any questions or concerns, please feel free to consult with the Director, Principal, or teacher.

Zion Lutheran Christian School is a ministry of Zion Lutheran Church-Missouri Synod. It is a ministry which involves families and children of the community, members of the congregation, staff, and teachers. The center is under the direction of the Church Council which consists of members of Zion Lutheran Church.

Zion Early Learning Center is licensed by the state of Oregon to care for children between the ages of six weeks to twelve years. The infant/toddler/twos program serves children who are six- weeks to thirty-six months old. The pre-school/pre-kindergarten program serves children who are 3 or 4 (respectively) by September 1<sup>st</sup> and potty-trained. The school age program serves children who are five and enrolled in kindergarten to those who are twelve years of age. Standards are maintained to meet the state requirements as our license is renewed on an annual basis.

## **Administrative Organization**

Zion Lutheran School is owned by Zion Lutheran Church. The school is operated by the Zion congregation and is under the authority of Zion Lutheran Church. The principal and director of the school is responsible to the School Board, Church Council and the Zion voter's assembly for all activities and policies relating to the school. School Board members are elected by the Zion voters' assembly. Two PTL members (non-Zion) Church serve on the School Board

## **Enrollment**

### **Admission Policy:**

Zion Ministries admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to children at the center. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other center-administered programs.

### **Enrollment and Registration Requirements:**

If you are interested in enrollment in Zion, please come by for a tour! We require all families to tour our facility before enrollment. Some classes have a waitlist that you can be added to after the tour. When you have been offered a spot for your child, you will enroll online.

Enrollment begins with an application when you have been told your child has a spot. This can be found on the Zion website under the forms & links tab. We will accept the application and an email will be sent to parents via TADS that you have been accepted. Please be looking for this email to continue the enrollment process.

### **Tuition**

Zion is part of a non-profit organization and does not receive any subsidies. It is imperative that families pay in a timely manner so our facility may remain operational.

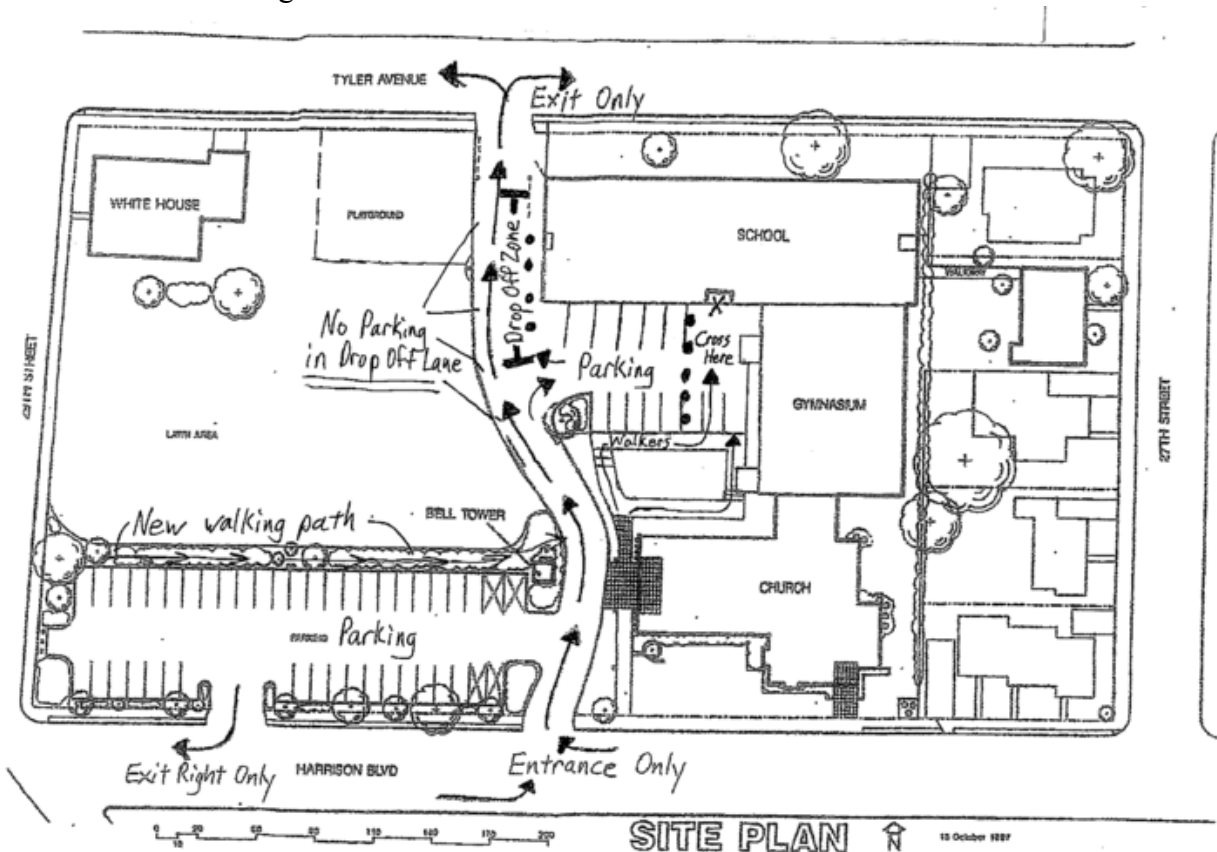
For all of our students, we require a 30 days notice if you withdraw your child from our school. No refund will be issued for tuition already paid and you are responsible for paying for the month whether your child attends or not. If your child is in the ELC, your non-refundable deposit will be applied to your final bill. Once you have enrolled you have contracted for that spot and are financially responsible for it.

### **Payment Due Date:**

Payment is due on or before the 15<sup>th</sup> of each month. Payment due is for the present month. A billing statement will be emailed to you via TADs by the 1<sup>st</sup> of the month. A \$40.00 late fee will be applied to any payment received after the 15<sup>th</sup>. **Failure to have payment made in full by the 15<sup>th</sup> of any given month could result in the loss of your contracted spot.** The office will not take any payment. Any checks or money orders need to be made out to and sent to TADS. Please put your account number in the memo so that it gets applied correctly.

### Important Drop off and Pick up Parking Rules:

- If dropping off after 9 am, please be sure to park in the upper parking lot as we need to lock the gates for a safe recess time. .
- Drop off for K-8 is from 8-8:15 am. During drop off, there is a loop that you will drive through. Your child will enter the building by the playground and you can exit onto Tyler Ave. Pick up is at 3-3:15 pm. Cars start lining up around 2:50 pm. You will do the same thing as drop off. Please **DO NOT PARK YOUR CAR IN THE LOWER LOT DURING THIS TIME.**
- ELC families please park and walk your child to their respective doors. There a teacher will greet you and take your child to class.
- Please see the diagram below.



### Guidelines for Visitors and Volunteers

Both volunteers and visitors MUST be signed in at the office before going into the school. A visitor is ANYONE who is not a parent or teacher in the ministry. Volunteers and visitors will not have unsupervised access to children at any time, including during emergencies.

### **Extreme Weather or Emergency Days**

If our school is to be closed due to extreme snow, flooding, ice, or other dangerous weather situations, an announcement will be made on the radio stations of KFLY (101.5), KLOO (1340AM), KRKT (99.9), KHPE and the **Flash Alert System**. Listen carefully to the broadcast. In most cases Zion will follow what the 509J school district does. We will try to be open whenever possible, as we know you are depending on us. If, however, we feel that children and staffs' lives would be in danger while traveling to get here, we would undoubtedly decide to close.

### **Health Policies**

#### **Care of Sick Children:**

Zion is not equipped or staffed to serve ill children. **Be sure to have “back-up” care arranged in case of illness.** If your child becomes ill during the day, the director of office staff will contact you to take your child home. You or another designated adult need to be available to arrive within the hour. In the meantime, your child will be isolated in the office, away from the other children, where they will be cared for until you or your emergency contact arrives to take them home. If your child has seen a doctor for a communicable illness, he/she should not return until 24 hours after treatment has begun. **Your child may not return for 24 hours after all symptoms have abated.**

#### **Symptoms Requiring Exclusion from School:**

Please keep your child at home and seek medical attention if your child has the following symptoms:

- \*Stiff neck and headache accompanied by a fever that is greater than 100 degrees F, crankiness, vomiting, or other symptoms
- \*Loss of consciousness
- \*Seizure
- \*Difficulty breathing (severe), or wheezing
- \*Rapid respiration (infant)
- \*Altered mental status

In addition, please keep your child at home, if your child has the following symptoms:

- \*Diarrhea (more than one abnormally loose stool per day)
- \*Vomiting (not stress related or “spitting-up”)
- \*Skin or eye lesions or rashes which are severely weeping or puss-filled, including chicken pox or pink eye.
- \*Fever greater than 101 degrees F
- \*Severe coughing (child gets red or blue in the face or makes high-pitched croup or whooping sound after cough)

\*Any of the communicable diseases which are excludable by Oregon Administrative Rules, including: Amebiasis, chicken pox, diphtheria, E coli, Giardiasis, Homophiles, Influenza, Meningitis, Epiglottis, Pneumonia, and Septicemia, Hepatitis A and type Unspecified, Measles, Meningococcal Disease, Mumps, Pediculosis (lice), Plague, Polio, Rubella (German Measles), Salmonellosis, Scabies, Shigellosis, Staphylococcal infections, Streptococcal infections, or Tuberculosis

\*\*You must inform the school if your child has been diagnosed with any of the above communicable diseases.

**Symptoms Requiring Observation and Parental Consultation:**

Our staff will consult the parents/ guardians if one of the following occurs:

Unusual behavior	Cries more than usual	Excessive thirst	Serious headache
Sore throat	Medication usage	Upset stomach	Nausea
Mild skin rashes	Cranky, less active	Loss of appetite	Coughing, sneezing
Runny nose	Itching and/or rash	Foul smell or color change of the stool/urine	

**Administering of Medication**

Children who require a dose of prescription or over the counter medication must have a “Medication Authorization” form fully filled out and signed by the parent. The form must clearly authorize a teacher of Zion to administer such medication. These forms are available at the ELC office or School office. The **medication must be in its original container** and clearly naming that child and dosage on the label. The teacher must be able to clearly read this. This is a state requirement for the protection of your child.

**Treatment of Accidents**

If your child is hurt during the day, the attending teacher will administer first aid in the form of soap and water, ice, and/or a bandage. If you would not like your child to receive first aid care, it **must** be communicated with the teachers and the office. The teacher will then fill out an “Accident/ Incident Report” signed by the teacher and director/principal. The parent will be shown the form at the end of the day when the child is picked up. If the accident is severe, the office or classroom teacher in charge will contact the parent by phone; if the parent is not available, one of the emergency persons noted on the enrollment form will be called. 911 will be called if necessary. Consent for medical personnel to give medical treatment will be a part of your TADS registration process.

## **Discipline Policy**

### **Our Guidelines:**

Zion teachers guide and discipline the children through the use of role modeling, positive reinforcement, re-direction, and renewal time as outlined in *Love and Logic*. The teachers strive to be firm and consistent in their interaction with the children. Firm but gentle words are used. All children are taught appropriate behaviors through gentle correction and constant modeling by the teachers. Skills taught include using words, identifying feelings, and resolving conflicts. When disciplining a child, the teachers seek to follow the three R's:

1. The disciplinary action is reasonable to the incident.
2. The disciplinary action taken is respectful and does not humiliate or frighten the child.
3. The disciplinary action is related to the incident.

At times a teacher may place a child in renewal time when the child has lost self-control or continues to disobey in spite of positive reinforcement and re-direction. When placed in renewal time, the child is within sight of the teacher. The teacher discusses the incident with the child and makes sure the child understands what occurred and appropriate actions that could have been taken. The child is encouraged to "make it better." Parents will be contacted if we need help in alleviating a behavior.

### **Probation/Expulsion:**

On rare occasions, a child may be placed on probation or suspended from Zion. Probation is a period of time as determined by the Director, Principal and teacher during which certain standards must be met in order for the child to remain enrolled. A child may be placed on probation for the following reasons:

1. Continued deliberate disobedience or rebellious spirit which is unchanged after much effort by the teacher.
2. A continued negative attitude and negative influence upon other children.
3. Failure of the parents to get recommended professional help for a child whose needs extend beyond the confines of the school

Certain steps are taken when invoking probation:

1. The parents are informed that probation is becoming a possibility.
2. A child is placed on probation by a decision of the director, Principal and teacher.
3. A conference is held with the director, Principal, teacher, parents, and possibly the child.
4. A written letter explaining probation and offering suggestions for parental action is sent to the parents after the conference.

If the child does not meet the standards during the probationary period, he/she may be expelled from Zion by the director, Principal and teacher. No refund of tuition will be given.

## **K-8 School Addendum**

Zion Lutheran Christian School offers an education where Christ permeates the entire curriculum and all activities. One of our objectives is to give our young people the best possible tools to build their future and to better equip them for all areas of living.

Preserving and extending God's Kingdom is the mission of Zion Lutheran Christian School. The message and power is peace with God through forgiveness in Christ.

Zion Lutheran Christian School can help children and parents to grow in their knowledge and love for Jesus. Christian education provides not only for the training of the mind and body, but also for the eternal welfare of the soul.

Zion Lutheran Christian School endeavors to meet the following needs of children: SPIRITUAL, INTELLECTUAL, PHYSICAL, SOCIAL, AND PSYCHOLOGICAL. Christian parents will want their children to be successful in this life and to have eternal bliss in heaven. Jesus says, For what will it profit a man if he gains the whole world and forfeits his soul? Or what shall a man give in return for his soul? Matthew 16:26

Scripture itself teaches us to give our children a thorough Christian education. "Train a child in the way he should go, he will not turn from it" Proverbs 22:6. "These commandments that I give you today are to be upon your hearts. Impress them on your children." Deuteronomy 6:6,7A. "All your sons are taught by the Lord; and great is your children's peace." Isaiah 54:1.

Zion Lutheran Christian School is organized on the Biblical principles as expressed in the following objectives:

1. Teach diligently the Word of God as the inspired Word in accordance with the Divine Command.
2. To make application of these truths to the child's life. The school day opens with devotions and regular, systematic Bible-centered instruction.
3. To provide children and parents with the option of a Christ-centered education.
4. To affirm that the Lord has control over world problems and gives direction.
5. Is concerned with spiritual and eternal welfare, while including our citizenship and a high standard of academic preparation necessary in this present world.
6. To have the child become totally dependent upon Jesus Christ for all his/her spiritual needs.
7. To have each child find in Jesus the motivating force for a happy and well adjusted life of discipleship.
8. To develop Christian citizenship which is grounded in obedience to God and His Word.
9. To provide the child with a Christian set of values and attitudes.
10. To provide daily Christian fellowship; a powerful factor in building character and training in Christian living.
11. To encourage students' participation in their home congregation and to encourage students to consider full-time ministry in the church at large.
12. To provide support of parenthood and home life for the purpose of strengthening the very base of society.



## **Home Obligations**

Zion students are encouraged to participate regularly in worship and Bible study with other Christians. Families who have no church home are cordially invited to worship at Zion Lutheran Church. Sunday school and Bible classes are available for all ages.

Our school is a primary ministry of Zion Lutheran Church, supported through gifts of time, talent, and treasure. Students are involved in the worship services at Zion periodically during the year. All families are encouraged to make this a priority as a way of uniting our school and church community.

If you would like information on how to become a member or be baptized please contact the principal or pastor. Those unacquainted with the Lutheran Church, its teachings, and practices, are invited to the Pastor's Adult Inquiry Course. This course helps to unite what is taught at church, school and home. Lutheran Church is a member of the Lutheran Church-Missouri Synod, whose congregations operate over 3,000 preschools, elementary and secondary schools in the United States. It is the largest Protestant parochial school system in the country.

## **Admission Policy**

Zion 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 or ethnic origin in the administration of its educational policies, admissions policies, athletic and other school-administered programs. This school is authorized under Federal Law to enroll nonimmigrant students

## **Enrollment Policy**

The authority for admission of students rests with the school principal. The principal will conduct a personal visit with all prospective families. The procedure has been set by the School Board:

1. The visit will allow the parents to share their backgrounds and express what they are looking for in an education program.
2. The principal will share Zion Lutheran Christian School's philosophy, curriculum, goals, and objectives.
3. A visitation with the classroom teacher is encouraged.
4. The following must be submitted to the school office in order for the child to be approved for admission:
  - a. Registration fee
  - b. Enrollment Form
  - c. TADS enrollment form OR payment in full
  - d. Financial Commitment Form
  - e. Oregon State "Certificate of Immunization Status"
  - f. Any other evaluations as requested.

## **Factors for Enrollment**

### *Academic:*

Some students may need to be admitted with re-evaluation at the end of the first quarter. Zion School is not equipped to work with children whose academic disabilities are of a complex nature.

### *Entrance Requirements Age:*

Preschool 3 years old and potty-trained on or before September 1

Pre-Kindergarten 4 years old and potty-trained on or before September 1

Kindergarten 5 years old on or before September 1

1st Grade 6 years old on or before September 1

Cut-off dates for enrollment are prescribed by the State of Oregon and are followed closely. Transfer students will remain in the same grade unless justification for a different grade level is approved by the principal in conjunction with the classroom teacher.

## **Certificate of Immunization**

It is required that children entering school in the State of Oregon have the “Certificate of Immunization Status” completed. This certificate becomes a part of the child’s permanent school record. If your student is not vaccinated, you must turn in your exemption papers. New students will not be able to start school unless this is given to the office. Please talk with your pediatrician about booster shots. If your student is behind on vaccinations, you will get notified through the office. If they have received it, you need to provide proof of immunization. Otherwise you may be excluded in school on exclusion day. Exclusion day happens in February each year.

## **Re-Enrollments**

Children of Zion Lutheran Christian School from Pre-Kindergarten through Eighth grade will be automatically re-enrolled if they continue to meet the initial requirements for enrollment.

The School Board authorizes the principal to accept re-enrollments. However, at the discretion of the parent or the Principal, final approval for re-enrollment will revert to the School Board. Parents of those declined re-enrollment will be informed of the appeal process by the principal.

Re-enrollment will take place no later than the month of March.

## **Testing**

Achievement Testing: Formal achievement tests will be administered annually to Kindergarten - 8<sup>th</sup> grade. These results will be shared with parents and also with the School Board.

Intelligence Testing: Group intelligence tests will not be administered to Kindergarten through 8 grade. Should an individual student require evaluation, we will work through Pupil Personnel Services from the 509J Corvallis school district office. This individual testing would be done only with written parent permission.

Students transferring to Zion may be required to be evaluated by formal achievement testing. This may be necessary to accurately determine grade level placement. Individual intelligence testing may also be required. Neither will be done without permission from either the parent or the legal guardian.

## **Parent Teacher Conferences**

To supplement the report cards, conferences are held with parents and teachers concerning a child's work. These conferences will be held at the end of the first and third quarters. Student progress is updated regularly in the TADS school information system. Mid-term reports are provided at a formal conference at the mid-term of the first trimester. All other report cards are sent home at the end of each trimester. Second trimester conferences with teachers are optional.

## **Financial Procedures**

All families will begin payments July 1<sup>st</sup>. Families with students in Kindergarten through 8<sup>th</sup> grade will be given the option of making their payments over a 1, 2, 10 or 12 month period. Families with children in pre-kindergarten will make their payments monthly, unless there is an older student enrolled in Kindergarten - grade 8.

Registration fees for new students will be paid at the time application is made. If the student is not accepted, the registration fee will be returned. If the family declines to enroll after being accepted, the registration fee is not refundable.

Should there be a waiting list at the time that the application is made, the registration fee will not become due until an enrollment opening is available.

Staggering the payment of the registration fee will be allowed where more than one child is involved, if this is pre-arranged.

All fees need to be paid on TADS. Statements will be emailed to all school families who have a balance due by the 15<sup>th</sup> of each month.

The principal will be notified when an account is two months delinquent. Payments are delinquent as of the 15<sup>th</sup> of the month.

If you are not able to pay your tuition after two months, you will not be allowed to send your child to school until a payment has been received. If you need assistance, you can talk to the office about setting up a payment plan.

Accounts which are 90 days past due will be turned over to the Church Council and School Board for review. The family will not be eligible to continue attending Zion Lutheran Christian School until their account is current, or arrangements have been made with the Church Council or School Board. Written communication will be forwarded to the family informing them of the action being taken. The Church Council may also choose to have a council member meet with the Zion member family in person rather than sending a written communication.

### **Re-Enrollment:**

Registration for re-enrollment will be sent out no later than March 1st. This is done through our online enrollment site, TADS. Students will not be allowed to begin classes in September unless this fee has been paid, or appropriate arrangements have been made with the principal. The registration payment will be non-refundable.

Should a family choose to remove their child from Zion before the end of the year, a partial refund of tuition paid may be returned at the discretion of the Church Council and School Board.

All accounts are to be paid in full before a child enters the next school year unless special circumstances exist and special arrangements have been designated. Special cases will be reviewed by the church council or school Board.

### **Financial Aid Policy**

A financial assistance fund has been established to provide full or partial tuition reduction for Zion Lutheran Christian School families with children in grades Kindergarten to 8. No financial assistance is available under this program for students entering Infant through Pre-Kindergarten.

Funds for financial assistance are provided by Zion Lutheran Church. Amount of money available for financial assistance will be determined each year by the voting body of the congregation.

Financial assistance is granted on the basis of ability to pay. Financial Assistance is determined through our online enrollment and tuition site- TADS. Log on to the site and fill out the application. From there the Principal will see the report and will communicate with the family to discuss the financial agreement. The Principal may choose to email or call the family to discuss the application with the financially responsible adults.

Financial assistance granted to a student will be disbursed in 10 monthly installments representing a portion of each month's tuition charges. Should the family leave school, the remaining monthly amounts are forfeited and will become available for re-allotment at the discretion of the principal.

Financial assistance payments will continue only as long as the receiving family continues to pay their agreed-upon share of tuition and fees. At any point, should the family fall two months behind on their commitment, financial assistance will stop until provisions are made to bring the family's account to current status.

### **Student Records**

All student records maintained by the school will be made available for inspection if requested by the parent or legal guardian of the student. Behavioral records will be released only in the presence of a person qualified to interpret the records.

### **Withdrawal of Student**

Student progress records, including a copy of the permanent record, shall be forwarded to other elementary or secondary schools upon notice of enrolling of the student.

### **Notice to Parent of Record Transfer:**

Should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the student's enrollment. Prior to the withdrawal of your child from our school, you have a right to see your student's records and to request a hearing to challenge the content of the record. Your request for a hearing must allow two days between the request and the hearing. You may receive a copy of the record to be transferred if you desire. Any hearing must be held prior to the actual withdrawal of your child. – Source: Student Records Oregon Dept. of Ed. Rev. Ed., 1977

### **Student Arrival and Departure:**

Arrival: The doors open at 8 AM Classes begin at 8:15 AM All classes enter through the doors by the playground.

Pick up: Dismissal time is the safest and most efficient when parents enter the far end of the parking lot and circle around to pick up their children. Please continue to circle or park if your child is not visibly ready to exit the building.

Early Entry: Students who enter the building before 8 AM must be under the constant, direct supervision of a parent or teacher. The exception to this is when a teacher/school employee (who is the parent) is at devotions or a meeting, during which time the child is to remain in the parent's room or area of responsibility.

Late Pickup and After School Activities: School dismissal times are 3 PM- 3:15PM. Students staying to watch after-school activities must be under the direct supervision of a responsible adult. Students who stay after school for other school sponsored extracurricular activities report to a designated classroom at 3:15 PM for supervision until dismissed by the adult supervisor. Students not following this procedure will lose privileges for such activities as a consequence. We allow 15 minutes after dismissal for children to be picked up. A supervising staff member will stay with late pickup students until 3:15 PM. After 3:15, remaining students will be taken to after school care and will be billed accordingly. (no exceptions) Alternatively, if a middle school student is to be dismissed from school to walk to another location, there must be a prearranged written plan submitted to the teacher and the school office.

In the interest of proper supervision, we request that morning classes are to arrive on the grounds after 8:00 a.m. The doors will open at 8:00 a.m. Children are to use the main school office and playground entrances to the school in the morning after 8:00 am. Any children needing to arrive earlier due to transportation or other valid reasons should make arrangements with the teacher or principal.

### **School Attendance Policy**

The parent or guardian is expected to report the reason for the absence to the teacher or the office by 9:00 AM. Up until 9:00 AM, any late arriving student is counted tardy. After 9:00 AM, he/she is counted absent for a half day and a phone call is made home to determine the reason for absence if not already known. If a student misses more than three hours of instructional time during the school day, he/she is counted absent. The teacher will determine whether or not work will need to be made up.

The student is given one day for each day he/she was absent to complete the missed school-work. Assignments are available to the student after the student returns to school. Arrangements to pick up homework prior to the student's return often create a disruption to the students in class and are only encouraged in the case of a prolonged illness. If a student is absent from school for more than 10% of any given school year, the student may be retained for this reason. All such circumstances are reviewed and decided upon by school administration.

The parent of any student who is absent more than 10 days in a nine-week grading period will be required to attend a conference with their child's teacher and principal.

Parents are responsible for communicating prearranged absences with the teacher as far in advance as is possible. If at all possible, doctor or dentist appointments should be scheduled at times when school is not in session.

Warning slips will be sent to the parents after the 5<sup>th</sup> absence in a 9 week period. Where absence results from extended illness, warning slips will not be sent. Teachers reserve the right to request a doctor's statement regarding extended or frequent absence due to illness.

Students are expected to be on time to all classes. Tardies are considered a major interruption of instructional time. A student is tardy if they are not in the classroom at class starting time. After 5 tardies per quarter, a conference with the parent/guardian will be required.

### **Dress and Jewelry**

Matters of dress, jewelry, and other accessories are a parental decision; however, dress and jewelry are to be non-disruptive to learning, are not to express symbols that are contrary to Christian teaching, and are to be modest. The Zion school faculty, with majority support of the school Board, are to be the arbiters of what is disruptive, of what does not reflect our Christian values, and what is considered to be immodest.

There are several main factors to use when determining proper clothing for school. We want students to be safe and to show appropriate modesty. Students can be fairly active at school, especially during recess and PE classes. For active times, flip-flops, sandals, or other open-toed shoes are not a good choice and are not to be used during PE classes. Since "modesty" can be defined in different ways by different people, we decided to include the following guidelines:

- Blouses and tops should not reveal any undergarments. Straps should be at least 2 inches in width.
- Dresses, skirts, or shorts should be at least mid-thigh in length.
- Waistlines for clothing should be high enough so that when one sits, kneels, or bends, undergarments or inappropriate parts of the body are not revealed.
- Ripped or torn clothing should be avoided, especially if it is too revealing or distracting.
- Clothing must fit appropriately and be tucked in at all times. No excessively tight fitting clothes are allowed. Shirts must be long enough to remain tucked in when arms are raised above the head.

## **Homework**

It is understood that work not completed at school will be completed as homework. It is also to be understood that some students will require additional drill which will need to take place at home with parental encouragement. (Homework as structured daily assignments will not be assigned.) We feel that time for recreation, other activities, and home responsibility is also important.

## **Telephone and Appointments**

Teachers are available after 3:15 p.m. Teachers and students are to be called to the telephone during school hours only for very important business. If you need to meet with a teacher, you can reach them at their emails or through the school office. Please arrange to meet with teachers after school lets out at 3:15 pm. Because teachers are occupied during regular class hours, parents are requested to refrain from seeking appointments during that time.

## **Medical- First Aid**

All medications intended for students are to be stored and administered in the school office. All medicine, prescription and over-the-counter, should be brought to the office in the original container and clearly marked with the child's name. Inhalers, epi-pens, insulin or other emergency medications need to be kept by the teacher and need to be accompanied by an action plan. Parents are to personally sign a medical card for any and all medication to be administered including aspirin, cold remedies and cough drops/throat lozenges. Parents are also to inform the teacher of the time at which medication is to be administered. Parents are to pick up medication from the school office when it is no longer needed. Students are not to administer their own medicine. The school is not able to dispense medicine to students without written authorization from parents. For any directions regarding special medications or circumstances please consult with your child's teacher

Minor first-aid on bruises, cuts, and scratches will be administered. Should a parent have any objections to first-aid being administered to their child, the school should be informed.

It is extremely important for us to have up to date emergency numbers. School records should indicate any physical difficulty, or illness a child may have, to insure proper treatment in case of a medical emergency.

## **Property**

All students shall show respect and consideration for the property rights of others. If, through carelessness or maliciousness, a child is responsible for damage to school property or that of another child, they will be held accountable.

## **Bicycles**

Bicycles are to be parked in the bike parking area and are to remain parked and locked during school hours. If your child is riding their bike to school, please contact the office to give permission for the student to leave on their own.



## **Christian Communication**

As Christians we want to grow in our faith and show our appreciation for what God has done for us through our actions. When teachers discipline students, they are showing that they care too much for them to let them behave inappropriately and wish to take the time and effort to help them learn appropriate behaviors. It is the school's expectation that families will support the disciplinary actions of the school.

We believe that Christian discipline strives to apply a good balance of Law and Gospel. The law identifies the actions that are sinful and therefore not acceptable. The Gospel leads us to repentance: a sorrow over sin, a spirit which desires change, and forgiveness through Jesus Christ. Correction is appropriate for the grade level. Positive reinforcement will assist in encouraging proper behavior. Certain types of behavior are in obvious violation of Christian conduct. Such behavior will result in appropriate disciplinary action and can lead to expulsion.

**Disciplinary Actions** The root for the word discipline is disciple which is teaching or leading. Zion's program has five objectives:

1. To stop inappropriate behavior;
2. To teach appropriate behavior;
3. To assign responsibility;
4. To assist the students in making a sincere effort to use their God-given talents and abilities in their studies and in their lives;
5. To assist the students in following Jesus.

The following are explanations of the administrative disciplinary actions that may be taken:

- **Administrative Intervention** The school administrator will talk with the student and his/her parent/guardian to reach an agreement regarding the student's behavior.
- **Loss of Privileges** The school administrator or staff member may notify the parent of privilege suspension. These privileges may include removing the student from the playground, library, class participation or extra-curricular activities.
- **Parent Involved Conferences** A conference with the student, the parent, administrator and appropriate staff members are scheduled. Parents are informed of the problem area and a plan for improving behavior is established. This plan may include a written behavioral contract.
- **Suspension** The student is assigned to at-home or in-school suspension. The school administrator will exclude the student from regularly scheduled classes and all extra-curricular activities. Suspension is for a period up to ten days. The school board and administrator reserve the right to refuse re-enrollment to a child who has had repeated suspensions.

- **Expulsion** The decision to expel a student is made by the school administrator and the School Board. A student could be expelled for a period of 11 days up to an entire school year. The School Board and administrator will review all cases of expulsion and reserve the right to refuse re-enrollment to any child who has had a previous expulsion. All fees are non-refundable.

### **Parent Concerns**

Complaints to any member of the School Board or to the pastor by parents or others should be directed to the teacher first and then to the principal. Only after repeated refusal or inability on the part of the teacher or principal to deal with the matter, should the School Board be contacted.

Parent concerns should not be discussed publicly by the School Board prior to having taken the necessary steps with the teacher and the principal. Concerns by parents and others would not be permitted to destroy the rapport between teachers, principal and School Board members. If, on the other hand, the principal is not able to successfully handle a part of the job assignment, it may become necessary for the School Board (not the individual members) to take action.

### **Snow-Ice**

We will follow the policy of the 509J School District. Should the district be closed, we will be closed. Listen to KFLY on FM 101.5 or KLOO on FM 106 or AM 1340 for radio announcements. School closures or delays are posted on the school website, on the Zion School Facebook page, and through email and text notification.. We generally follow Corvallis School District's lead. Late openings are exactly 2 hours from normal opening time. This means doors will open at 10 AM and classes begin at 10:15 AM. Stay safe! If there is any doubt, please consider conditions at your home before proceeding to school. Up to two school days per year are allowed for closure due to weather. Additional closure days are made up by adding days to the end of the school year and/or opting out of a school holiday..

### **Before/ After School Care**

Zion Lutheran Child Care Center offers before and after school care for children in Pre-Kindergarten up to 12 years old. Care for children in pre-kindergarten and kindergarten is located in the math room in the school. Before school, all children meet in the child care center off of the gym. The children have the opportunity to have a snack, do homework, play games inside and outside, and do interesting projects.

The child care center is open from 7:30 a.m. to 6:00 p.m. every weekday except major holidays. Enrollment is based on a first come first served basis. Up to fifteen children may be enrolled in the school age program. For more information, talk to the ELC office.

## **Insurance**

Individual insurance coverage is presently carried by Zion Lutheran Church. Should a family already have insurance coverage, that company would be the primary carrier. Our company, Church Mutual, will evaluate coverage for the unpaid balance.

Should a family have no coverage, then Church Mutual would become the primary carrier.

## **Home Note**

An informational note will be sent home with the children. The purpose of this note is regular communication. Every week, the office sends out an email with general information about school. They are sent through TADS Educate. If you are not getting the Lion's paw, please let the office know.

## **Parent Teacher League (PTL)**

Our Parent Teacher League has meetings and activities. Participation of all Zion School families is strongly encouraged.

## **Selection of Curricula and Supplementary Materials**

As materials are used in classrooms, the library, and other school activities, teachers judge the materials upon this basis:

- support of written objectives and school philosophy,
- educational soundness,
- appropriateness for the age level,
- quality of presentation.

We value:

- Fairy tales, fables, myths and make-believe as part of our literary heritage, stimulating creativity and pleasure in reading.
- Variety and diversity in literature, art, and music as a means of broadening our students' perspectives and as an opportunity for developing skills in evaluation from the Christian point of view.
- Exposing students, at appropriate points in their academic development, to ideas which may not agree with the Christian faith: however, joyfully guiding them in evaluation of these ideas in the light of God's Word. We believe that working through such issues will help to strengthen their faith and understanding.

Through the called Christian teachers, Zion strives to integrate the faith into all the subjects taught. This is not achieved by limiting literature discussion to strictly “moral” material, by adding Scripture verses to math practice pages, or other similar techniques. A textbook is not of itself either Christian or non-Christian. The manner in which it is utilized by the teacher and how it is received by the student will determine the degree to which it qualifies as being Christian. Integrating the faith is achieved when Christians confront the issues and enjoy the many benefits of this world in the light of God’s Word. We do not feel that the elimination of all debatable issues is possible or practical. We feel a responsibility to equip students and to assist them in the development of evaluation skills.

## **Course of Instruction**

The curriculum of Zion School:

1. Accepts the Bible as Divine Truth.
2. Makes application of these truths to the child’s life.
3. Teaches secular subjects through a lens of Christian faith..
4. Affirms that the Lord has control over world problems and gives direction to our lives.
5. Is concerned with spiritual and eternal welfare, while including our citizenship and the academic preparation necessary in this present world.

The school day opens with devotions, and is followed by regular and systematic Bible-centered instruction. The children who attend Zion Lutheran Christian School will be taught according to the doctrine and practices of the Lutheran Church, Missouri Synod. Secular subjects are taught in the fear and love of God – related to His will for our lives.

Zion Lutheran Christian School is fully accredited through National Lutheran School Accreditation and AdvanceEd. Zion Lutheran Christian School is also approved through SEVIS for international students.

## **Subject Areas**

### **Language Arts**

The purpose of Language Arts instruction at Zion is to develop communication skills through which our children can serve and glorify God. Learning is only possible through communication; therefore, students need to develop effective and efficient skills in reading, writing, speaking, and listening. It is through these skills that we transmit ideas which help us live and work with others, and, most importantly, enable us to share the Gospel message.

As humans are increasingly influenced by various media, critical Language Arts skills become necessary outside of school as well. Christian children must be taught how to discern between good and evil messages; therefore, God’s Word is studied and provides the measuring stick of truth by which all ideas can be appraised. Development of Language Arts skills is also valued as an avenue of self expression and entertainment

### Social Studies

The purpose of Social Studies at Zion is to train active, responsible citizens, in as much as responsible citizenship is a Christian's duty. That training includes, among other things, developing respect for the physical environment created by God, becoming good stewards to God's glory and the welfare of all people, gaining knowledge which encourages a love for the country in which we live, and an understanding of diverse cultures. The study of disciplines such as geography, history, economics, and political science provide the foundation for this training.

### Science

The purpose of science instruction at Zion is to point the students to evidences of God's love, wisdom, power, and majesty in His creation. Through these insights, the Holy Spirit may prompt children of God to respond with love, gratitude, awe, and reverence toward their Creator. There need be no conflict between the sciences and Christian beliefs. Life science, physical science, and earth science, are taught at Zion as evidence that confirm our faith in God the Creator.

Scientific knowledge is also to be translated into purposeful, healthful, and safe living. Science instruction, therefore, should be a process that enables the learner to modify his behavior to be a good steward of God's gifts — a good person who will make every effort to maintain a suitable environment for service to their Lord and others.

### Mathematics

Mathematics instruction at Zion works to prepare God's children for a technical world that requires more than just computational skills. The study of mathematics' basic disciplines, the number system and its patterns and relationships as reflected in geometry, trigonometry, and algebra, are necessary to equip today's student for a life with God in His marvelous and precise creation. The programs are designed to help children obtain the math skills necessary for a productive life.

### Religion

The purpose of Zion School adequately expresses the goal of Christian life enacted, but the school also teaches the faith formally in a class called religion. The children study: Scripture, Lutheran doctrine, church history, and worship forms. These cannot be merely an academic exercise, but must also be a means of helping children respond to God's gracious call in Jesus Christ to worship Him, and to develop relationships in which God is glorified, becoming what their Creator intended them to be: receivers and mediators of God's grace.

### Fine Arts

The purpose of Fine Arts instruction at Zion is to nurture the God-given creativity within each child so that God may be glorified through aesthetic development. Areas such as music, art, and drama are included in Fine Arts instruction. Participation in creative activity encourages awareness of how the arts can serve as a means of enjoyment, self expression, and worship of the Creator, Redeemer, and Sanctifier.

### Health, Physical, and Sex Education

The purpose of health, physical and sex education at Zion is to help the students gain understanding and appreciation of their physical, emotional, and spiritual selves which combine to make them special creations of God.

Physical education promotes sound physical fitness as well as sportsmanlike attitudes and actions which glorify God. Health and sex education are designed to guide the students in an understanding of their bodies, emotions, and intellectual and spiritual aspects which interact as they develop. Proper stewardship of these gifts of God is stressed in all areas.

Sex education is taught in light of God's plan for families and reproduction within this family unit. This is taught every two years in the 5<sup>th</sup>/6<sup>th</sup> grade. Parents will be informed via email or written note when a concentrated unit in sex education will take place. Parents will need to give written permission for their child to participate.

### **Extracurricular Activities**

The purpose of extracurricular activities at Zion is to support students' special interests, giving them opportunities to refine skills. The availability of these activities gives the students the opportunity to prepare for participation throughout their school and adult life, as well as the chance to experience cooperation and team spirit while at Zion.

### Lutheran Elementary School Tournament (L.E.S.T.)

Tournament activities provide opportunities for individual and team competition in an atmosphere of love. Both physical and mental challenges encourage good stewardship of God given talents.

### Outdoor School (GRADE SIX)

Outdoor school offers the students an opportunity to experience fellowship, and cooperation in a relaxed, retreat-like setting. Science education is an integral part of outdoor school, allowing study of God's creations in a hands-on environment under the leadership and guidance of experts drawn from the church and community.

Zion Lutheran Christian School considers outdoor school to be an integral part of its science curriculum. It affords an opportunity to give our Lord the credit for the creation and the glory due His Holy Name. The 6th grade teacher accompanies students to the camp, which runs 4 days. Participation is a curriculum requirement of Zion Lutheran Christian School. A medical reason for not participating would be the only exception. The cost of the program is partially funded by the school and partially funded by the parents

### **Field Trips**

A “Field Trip” for the purposes of Zion Lutheran Christian School, shall be defined as an authorized off-campus class time devoted to educational and / or social learning experience.

A walking field trip (off-campus) shall be authorized by the principal and be adequately supervised according to student age and class size as determined by teacher and principal.

A motor field trip during the school day must be authorized by the principal and planned in advance. Parent’s or guardian’s permission for off-campus motor trips is required. Students not participating will be provided alternative class time assignments.

All “field trip” drivers shall be screened by the trip leader prior to departure to determine if State of Oregon and our insurance carrier requirements are met. A driver questionnaire is required as a screening tool. Those drivers not meeting these requirements will be denied the responsibility of driving our students.

It is important that parents inform teachers of any medical needs during field trips.

### **Technology Policy**

**PREAMBLE:** The use of technology during Zion’s school day is an integral part of a student's education. However, the use of technology is also a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and, potentially, other disciplinary action. Students and adults will be held responsible for their actions and activity while using technology at Zion Lutheran School.

#### **School Technology Guidelines**

1. Technology should be used in a way which will treat other people in a God pleasing manner. Therefore, the sending of harassing or degrading messages, sharing files and email to bear false witness or spread rumors about someone, or posting anonymous messages or personal communications without the original author's consent is prohibited. Any use of technology which demeans another person, whether they are students, teachers, staff, or parents, in a manner that is contrary to God's Word, will not be tolerated.

2. Do not interfere with the work of another student or a teacher. Students or adults may not degrade or disrupt the normal function of hardware or software so that the performance of these items is damaged. Neither may students or adults use technology in such a way that it is disruptive or harmful to the teacher, students, and classroom environment. Similarly, any student who uses a device in a manner that is outside the parameters established by the teacher is subject to disciplinary action.
3. The privacy of other people, whether they are fellow students or teachers, is to be respected. Any invasion of the privacy of another person is a violation of the school technology use policy. Users may not intentionally access the messages, files, or work of another student or teacher, nor alter any of these in any way without permission. Furthermore, network use is logged and is subject to administrative monitoring/review at any time.
4. Students or adults using technology are expected to not plagiarize or download inappropriate material. It is illegal to violate copyright laws. Copying of program files or downloading apps (as opposed to personal word processing files, or other student work) is prohibited.
5. Students are to use technology only as instructed by their teacher. Students or adults may not attempt to gain any unauthorized access to resources, programs, or on-line sites.
6. Students or adults may not use the technology at Zion Lutheran School for their own financial or commercial gain.
7. Students and adults are expected to adhere to all of the following guidelines concerning Internet use:
  - a. I will not create accounts or give out any private information – such as my full name, date of birth, address, phone number, or photos – without my family’s/school’s permission.
  - b. I will not share my passwords with anyone other than my family. I will ask my family or teacher/principal to help me with privacy settings when I set up devices, accounts or profiles.
  - c. If anyone makes me feel pressured or uncomfortable, or acts inappropriately toward me online, I’ll stop talking to that person and will tell a teacher/principal or family member I trust about it.
  - d. I will not bully, humiliate, or upset anyone online or with a phone – whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles – and I will stand up to those who do.
  - e. I know that whatever I share online or with a phone can spread fast and far. I will not post anything online that could harm my reputation.
  - f. Whenever I use, reference, or share someone else’s creative work online, I will give proper credit to the author or artist.
  - g. I know that not everything I read, hear, or see online is true. I will consider whether a source or author is credible.
  - h. I will help my family set media time limits that make sense, and then I will follow them.

Possible consequences for violations of the school technology use policy include:

- a. Withholding privileges
- b. School suspension
- c. Expulsion



Technology is a gift from God to his people. Like any other gift, it is up to us to use the gift wisely to glorify God and to help us be successful in school . Zion Lutheran School acknowledges the blessings the Lord has bestowed on his church through technology, and we are committed to empowering our students and staff to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology.

Please sign and return this page as a promise to abide by this policy. You may keep the sheet that contains the policy guidelines for your information.

### **Student Agreement (3<sup>rd</sup>-8<sup>th</sup> Graders)**

I have read, or had explained to me, the Zion Lutheran School Technology Acceptable Use Policy attached to this page. I agree to follow the policy while using technology and accessing the Internet at Zion. I understand that using Zion Lutheran School's technology devices and access to the Internet is only for school related educational purposes. I also understand that the use of these items is a privilege which can be revoked if I do not follow the acceptable use guidelines.

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Parent/Guardian Agreement**

I have read, understand, and agree to abide by the Guidelines for Use of Technology Devices, Internet Access, and Distance Learning Tools for Zion Lutheran School. I give my consent for the above student to have access to Zion Lutheran School devices, Internet access, and distance learning tools.

Parent name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Early Learning Center ADDENDUM**

## **PURPOSE:**

The purpose of our Early Learning Center (ELC), is to share the love of God by caring for young children in a loving, nurturing manner while providing opportunities for their spiritual, physical, intellectual, social, emotional, and creative growth. The qualified staff promotes Christian values and provides a safe environment for the children's growth. Children of all faiths are welcome at the center.

## **PHILOSOPHY:**

Zion ELC believes that:

1. Each child is a unique person created by God. Each child has his/her own interests, capabilities and gifts. Therefore, the staff seeks to guide and encourage individual development in all areas; spiritual, physical, intellectual, social, emotional, and creativity, through developmentally appropriate activities.
2. Children learn best in a safe environment with a loving, caring atmosphere. The teachers are focused on providing this kind of environment for the children in its care. Our ELC is staffed to maintain a small child/teacher ratio so each child receives more individual attention and care.
3. Parents and guardians are the children's primary caregivers. As secondary caregivers, the teachers seek to provide a nurturing, positive, Christ-centered environment for the children's growth away from home.
4. Children need guidance and discipline as they learn to take care of themselves and interact with other children and adults. The teachers strive to provide this guidance and Christian discipline through the use of positive reinforcement, re-direction, and time-out.
5. As a Christian early learning center, the teachers seek to operate the center in accordance with God's principles by His grace. The reality of God's love for the world is shared with the children, through table prayers, stories, songs, and overall attitude. Together, the teachers seek to grow in a loving relationship with God while reflecting Christ's love in thoughts, words, and actions.

**LICENSING:**

Zion ELC is licensed by the state of Oregon through the Child Care Division (CCD). We strictly adhere to all the state rules and regulations and strive to improve our center continually. In late fall, a CCD representative re-evaluates us and renews our license accordingly.

Zion ELC is licensed for a maximum of ninety-five children in attendance at any one time. That number includes infants, toddlers, two year olds, preschooler's, pre-kindergarteners, and school-age children.

**FACILITY:**

Zion ELC has a room specifically designed for the infant program, Tiny Turtles. One room has a table with set-in chairs for eating and doing projects, cubbies for personal belongings, and space and materials for movement and play. The adjacent room has cribs for nap time, there is a window for napping infants at all times. We have a hand washing station and changing table in the room.

We have one toddler class, Playful Penguins, located in the gym. The toddlers have a hand washing station and changing table in their room. Children in this class are transitioning to sitting in chairs, drinking out of a cup, and sleeping on cots.

We have two 2 year old classes in the gym. Younger 2's, Little Lions and Older 2's, Little Ladybugs. For both two year old classes, diapers and pull-ups are stored in the back of the girl's bathroom as they have toileting facilities and a changing table located there. They have centers in the classroom and participate in circle time each day. The class focus is bathroom training and learning about group interactions.

The three-year-old pre-school (Preschool), Observant Owls, has a room in the main school building which contains tables for eating and doing projects and space and materials for play. The children have daily time to interact in areas designed for imaginative play; dramatic play, building, and art, as well as a loft for reading. They participate in circle time and learn about being 'me'.

The four-year old pre-school (Pre-kindergarten), Blossoming Butterflies, has a room in the main school building. This room has several tables where they eat, do projects, and work on pre-Kindergarten skills. In addition, there is also a large carpeted area for circle time and learning activities, and kitchen area.

The school-age program, After-School Aardvark's, generally uses a room in the main school building. We have care both before/after school and throughout the summer.

### **DAYS AND HOURS OF OPERATION:**

Zion ELC is open daily, Monday through Friday – 7:30 a.m. to 6:00 p.m.

Our center is closed on the following holidays: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran’s Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after.

Sometime after the middle of August, before Zion Lutheran Christian School begins in the fall, the Zion staff combines with the school teachers for a staff in-service day. Therefore, Zion ELC will be closed for child care on that day.

Other closures may occur if parent need for child care is minimal (i.e. during Spring break or Christmas break). Any such closures will be posted well in advance, so other arrangements can be made if necessary.

### **COMMUNICATION:**

Communication is an essential part of our relationships. There are a number of ways that we will be communicating with you. Clear communication is the key for us to have a fabulous year that is a success for you and your child.

Telephone: We can be reached by phone at 541-758-1554. The children come first, so please leave a message if we miss your call. You may call anytime! We check our messages daily.

**Email: Email has become one of the easiest ways to communicate. The center’s email is [ELCoffice@zioncorvallis.com](mailto:ELCoffice@zioncorvallis.com). If you have concerns that need to be discussed in person, please set up an appointment.**

Tadpoles: Our infant through 2’s classrooms utilize an application called Tadpoles to keep in contact throughout the day with parents. It tracks meals, bathroom habits/diapers, and meals/snacks. Parents and teachers are also able to send private notes and pictures of the day.

Our Pre-school Pre-K class utilizes private Instagram groups for parents to see photos of activities as well as email communication directly from the teacher.

Newsletter: The center newsletter called “The Lion’s Paw” is sent out weekly via TADS Educate email. This newsletter is for all of the school Infants-8<sup>th</sup> grade. There is an ELC corner spot for anything ELC specific.

\*\*\*\*Please check your junk e-mail folder if you are not seeing the newsletters\*\*\*\*

Personal Contact: Please feel free to contact the director or any of the teachers, about anything via Tadpoles, email, phone etc. We would be happy to set up a conference or sit down with you before school or when your busy schedule allows.

Parent Conferences: We have conferences scheduled in the fall and spring for preschool and pre-kindergarten. Teachers write a Praise Report around conference time for parents of infants, toddlers, and twos.

### **ENROLLMENT**

We will hold a spot for up to 30 days. If we are able to hold a spot for longer than the 30 days, you will be required to pay a nonrefundable deposit. This deposit will hold the spot for up to 90 days and will be applied as tuition for that 90 day hold.

1. Our entire enrollment process is completed online through TADS, a web-based billing system for enrollment and billing. The link can be found on our website under the Forms & Links tab.
2. Before the application is completed we will charge a one-time non-refundable deposit of \$700. Please contact the office if you would like to discuss payment options.
3. Enrollment continues through the TADS website to include more specific information including a contracted schedule, medical releases, and emergency contacts. **You must give specific days and times your child will be attending! See Payment Policies for more information on the contract.**
4. Immunizations can either be uploaded through TADS or brought into Zion ELC. We will also need a completed TADS profile filled out.
5. The final step of registration and holding your child's space is an **annual** non-refundable registration fee. Families currently enrolled receive an email through TADS in the spring to re-enroll and pay the registration fee to hold their spot for the next year. Spaces fill quickly. Even children present only during the summer must have new registration completed each year.
6. A tuition and fees page is available on our website.

### **Payment Policy:**

Zion is part of a non-profit organization and does not receive any subsidies. It is imperative that families pay in a timely manner so our facility may remain operational. We will bill for the month ahead except for drop-in which is billed at the end of the month.

### **Contract:**

Upon entering Zion, each family completes and signs a contract (on TADS enrollment). This is for specific days and times that children will attend. Fees are based on the total amount of time used per week. The block of time must be less than or equal to the amount of contracted hours. **Any deviation from the scheduled block of time will result in an extra charge at the drop-in rate.** You will not be charged extra nor will you be given credit for picking your child up early or dropping your child off later than your scheduled, contracted time.

**School age program during the school year:**

Children enrolled at Zion may choose to contract for after school only or for after school and all holidays including half days. Contracts for either option will be given to parents at the beginning of the school year. Anytime outside of your contract will be billed at drop-in rate. Children not enrolled at Zion School may ask to drop in as well, especially over holidays.

Zion staff must have parental notification ***in advance*** if any extra hours will be needed due to school closures, job changes, field trips, etc. Any extra hours must be approved by the director or teacher. Extra charges are added to the bill at the end of the month.

**Contract Changes Including Withdrawing:**

In the ELC, a change in contracted scheduled time must be in writing and approved by the director. Approval is based on space availability for the time requested. The new contract must be received by the director 30 days before going into effect. If the change involves a reduction in time, 30 day notice is required and you will be charged to complete the month at the higher rate.

**Limitations for ELC Parents:**

- Payment may be adjusted for a ***maximum of two weeks*** during the fiscal year from July to June for vacations including Christmas break and Spring break.
- Such payment adjustments can only be made in weekly increments.
- Proper notification is required in all circumstances; the director must be notified by ***the 25<sup>th</sup> of the previous month*** due to billing.
- **No credit** will be given due to illness.
- **No credit** will be given for unused scheduled/contracted hours during a given month.
- **No credit** will be given for limited closures due to reasons beyond our control.

**Possible Additional Charges:**

The CCD rules require that ZION ELC has written verification of all children present. Therefore, it is imperative that you (the parent), or other authorized adult, sign your child in and out each day. If your child is not signed in or out, a **\$15.00 fee** will be assessed for each time this occurs. This fee will be applied, regardless of your contracted hours or block of time.

All of our students will be charged \$1.50 per minute for picking up your child after care has ended (6:00 p.m.), or dropping your child off before child care opens (at 7:30 a.m.). You will find an extra charge added at the next billing cycle.

### **GUIDELINES FOR ARRIVAL**

When bringing your child to Zion ELC, please inform the teacher that your child is present. Check the bulletin board daily for important notices and communications. Then use the sign-in book to sign your child in. Write down the date and the time with your initials. Children need to be signed in and out by ***their parent*** or other ***authorized adult***. **Children are not to sign themselves in at any time, even if the parent is helping them.** The proper use of the sign-in book is important for the safety of each child. In the event of a fire or other emergency, attendance is checked through the sign-in book for that day. Failing to use the attendance book properly may result in endangering your child's life. Thank you for helping us with this important policy.

### **GUIDELINES FOR DEPARTURE**

When you come to pick up your child at the end of the day, please be sure to verbally inform the child's teacher that you are removing him/her. Be sure to sign your child out and initial next to the time that you pick them up. Only those adults designated on your enrollment forms will be allowed to pick up your child. If we do not know the adult, he/she will be required to prove their identity with proper identification. If they are not on the approved pick up list and it has not been pre-arranged with the teacher/Director, your child will not be able to go home with them. **This policy is for your child's safety.**

### **Potty Trained**

The state licensing requires children to be three and potty trained to attend preschool. For our purposes, we define potty training as: indicates the need to use the restroom when it arises and can manage bathroom habits on their own. We realize every child develops these habits on a different timeline and in their own way. We are here to support each child on their journey. If accidents become an issue, we will meet with the parents and work on a developmentally appropriate plan. When accidents occur, we have the child place their soiled clothes in a plastic bag, and send it home for laundering.

### **INFANT/TODDLER/TWOS PROGRAM**

The Infant/Toddler/Twos program of Zion Lutheran Christian Early Learning Center provides a safe, warm, and loving environment for children ages 6 weeks to 3 years old and potty trained. Up to eight infants, eight toddlers, or ten two year olds are in their rooms at one time. There are two or three teachers providing care for the children. Therefore, children receive one on one care along with some group interaction.

The children have the opportunity to experience grace each day. God's love is shared through song, story and example. We learn together how to show God's love and respect for others.

Zion ELC provides a safe environment in which infants, toddlers, and two year olds are able to develop at their own pace while being surrounded by loving and caring individuals. The curriculum for this program encompasses care giving and routines. While the teachers meet your child's basic needs, your child will have opportunities to learn through exploration and discovery. Time, space, and direction are provided for creative play, quiet play, and active play. The time schedule is flexible, smooth, and dictated by the children's needs.

The toddlers and two year olds have the opportunity to spend time in more structured activities. This special activity time helps them to better prepare for the time when they are ready to "move-up" to the pre-school program. They spend quality time with their teacher, they build with blocks, dress-up, play with carpentry tools, race cars, play in the kitchen area, or just use their imaginations. All of these activities encourage them to satisfy their curiosity and help them build social skills.

In addition to the gym area, we have a fenced playground area where the toddlers and two year olds have a chance to move, dig, climb, and slide. They can ride small trikes in the gym. At various times, we have specialized sensory areas set up, including sand, water, and other safe items of nature. We often go for walks around the neighborhood riding in strollers or holding hands. Since brain development is an important part of a young child's life, the teachers are constantly speaking with the children, reading books to them, singing and doing finger plays with them, and otherwise, promoting communication development and discovery learning.

Each day the teachers fill out a daily report on our TADPOLES APPLICATION for each child. You can follow this report with an app on your phone and/or get the report emailed to you at the end of each day. On this report you will see when your child's diaper was changed, when and what your child ate and drank, and when your child napped. There is also a space for "special notes". In this space you will be notified if your child is running low on diapers, food, drink or anything else. When you drop your child off, you are asked to write notes about your child at the top of the page as it helps the teachers to know about their time with you.

Nap sheets and blankets are provided by the center and washed once a week.

Biting is a natural and common issue with infants and toddlers. We approach biting as with any discipline problem. We document all incidences of biting and if a pattern develops we meet with the parents to work out an appropriate plan. Keeping everyone safe is our goal.

### **Goals of the Infants Toddlers, and Twos Program**

**\*\*become aware of their physical environment.**

Zion ELC teachers will provide and encourage opportunities for self-directed perceptual motor play by including a variety of experiences with objects of various shapes, sizes, colors, taste, texture, sound, etc....

**\*\*become aware of what their bodies can do.**

Zion ELC teachers will provide for a variety of large and fine motor activities while encouraging, praising, and supporting children's efforts at new physical activities.



**\*\*increase their competence to do representational tasks.**

Zion ELC teachers will provide materials for role-play and pretending while encouraging enactment of home experiences such as food preparation, doll care, and cleaning.

**\*\*learn social skills.**

Zion ELC teachers will provide for meaningful child-adult and child-child interactions.

**\*\*use verbal language for communication.**

Zion ELC teachers will talk to the children in adult-child interactions, focusing upon the children's interests at the time. The teachers will also respond to the children's vocalizations and verbalizations and participate in repeating rhymes and songs.

**\*\*develop a positive self-concept.**

Zion ELC teachers will treat children as unique creations of God by encouraging and praising new strategies and appropriate behaviors used by the children while showing them the love of Jesus through their love and care.

(These goals taken from, In His Hands: A Manual for Beginning and Operating Lutheran Early Childhood Programs, by Marilyn Beccue and Jane Wilke 1993, p.76)

#### **Items needed by the Parent for Infants**

- Breast milk (in a bottle) or formula (premade)
  - These need to be label with your child's name every day as there may be other infants with the same bottles
- Age appropriate foods & snacks
  - These can be stored in personal buckets or brought in daily
  - All food placed in the refrigerator need to have the child's name and removed daily
- Diapers (cloth or disposable), wet wipes, rash ointment (if necessary)
- Two changes of clothes to be kept in their personal bucket
- You may also send a pacifier, blanket, sleep sack, or lovey

#### **Items PROVIDED by Zion ELC for Infants**

- Sheet for crib or mat and a blanket if they do not have one from home
- Sippy cups for water, spoons, and bibs

#### **Items needed by the Parent for Toddlers and Twos**

- Age appropriate, balanced lunch including milk
  - We recommend lunches come in a lunch box with an ice pack.
  - All milk cups and food placed in the kitchen refrigerator need to have the child's name and removed daily
- Diapers (cloth or disposable), wet wipes, rash ointment (if necessary)
- Two changes of clothes to be kept in their personal bucket
- You may also send a pacifier, blanket, or lovey

### **Items PROVIDED by Zion ELC for Toddlers and Twos**

- Sheet for crib or mat and a blanket if they do not have one from home
- Sippy cups for water, spoons
- Toddlers and two year olds are provided an am and pm snack.

### **PRESCHOOL/PRE KINDERGARTEN PROGRAM**

The preschool/prekindergarten program is for children from three years and potty trained to five or six years old. Both classes have a one teacher to ten children ratio. A lead teacher and one or two aides conduct each class. "Class time" is daily from 8:15-11:15 with childcare provided before and after the more academically focused time. Preschoolers should be at school at least 2 days a week during class hours and Pre Kindergarten should be at school at least 3 days a week during school hours during the school year.

The day's activities are structured according to the needs and ages of the children present. The daily schedule is posted in each classroom and can be emailed to you by request. Both the three-year olds and the four-year olds have their own set schedule and work independently throughout the morning hours and through the lunch hour. Each day includes Jesus time, circle time, gym time, quiet time, pre-readiness skill time (sometimes incorporated with circle times), and choice time. Activities include listening, creative thinking and doing, cooking, science, language arts, music, fine motor development, and gross motor development. We say a simple prayer before mealtimes and pray simple prayers during circle time. The teachers focus on each child and his/her special needs as they plan/ lead activities to encourage and support the development of your child. On Wednesdays they join the K-8<sup>th</sup> for Chapel.

### **Clothing**

As a ministry of Zion Lutheran, we abide by the same dress code.

- Shirt straps need to be at least 2 fingers wide (no spaghetti straps).
- Shorts and skirts need to be mid-thigh (fingertip test). Girls should wear shorts under their dresses and skirts so their panties will not be seen.
- Children should be dressed according to the weather. Children need outside time everyday which includes sprinkles in Oregon. Please send a coat or sweater if there is any chance of rain or cold.
- Rubber boots are always a good item to have on hand for outside time in the winter.
- Wear washable, comfortable clothing. Some of the activities which are done may be messy or spills may occur.
- An extra set of clothing including underwear should be kept in your child's cubby, in case of bathroom or other type of accident. Label clothing with your child's name, if possible.
- If your child is sent home in our clothing, please wash and return them as soon as possible.

### **Lunch Time**

Parents provide lunch for their child. Parents should send a healthy lunch, including items from all the food groups: protein, vegetable, fruit, bread/noodle, and dairy. Junk food, such as chips, candy, and cookies, may be included sparingly, or not at all. If you choose to send juice with your child, you are encouraged to include drinks which are 100% juice, rather than sweetened drinks. A refrigerator is available but we encourage ice packs in lunchboxes. Milk will be offered if they do not bring their own. Any food or drinks that go into the refrigerator need to have the child's name on them and be removed at the end of the day. A microwave is available for heating food if necessary.

### **Snack Time**

Zion Lutheran Christian ELC provides a nutritious mid-morning and afternoon snack for all children present at snack time. The snack menu is emailed on newsletter and posted on the main bulletin board. Please let us know if there is any food your child should not eat, either because of allergies or for some other reason. If you like to bring a special snack for a birthday or other occasion, please let the teacher know ahead of time. **Zion ELC is no longer a NUT FREE center.** If your child has any food allergy please let us know so we can follow procedures to keep them safe.

### **Nap and Quiet Time**

All children under the age of five are required by CCD to have an afternoon rest period. Zion ELC provides a cot or mat with a sheet and a blanket for your child to use at this time. Sleep is encouraged, but not forced. Each child needs to lie quietly for at least an hour. If he/she has not fallen asleep, then he/she will be allowed to quietly read or do puzzles. Your child is welcome to bring a favorite blanket (crib size) or stuffed animal from home for naptime. All sheets and blankets are washed weekly.

### **Field Trips**

Field trips away from the center are taken regularly during the school year for our older classes and sporadically throughout the summer. When going on a field trip, a permission slip is sent out a few weeks in advance. The permission slip indicates the date, time, location, and any other details of the field trip that are necessary for the parents to know. The bottom portion of the slip must be signed and returned in order for your child to attend the trip. Upcoming field trips are also posted on the bulletin board.

When going on field trips, we usually walk, or take the city bus. On occasion we may rent a van. Drivers of the vans hold a current license and have a safe driving record on file. The vans are equipped with lap belts, one per passenger. Each child must ride in a car seat or a booster seat which may need to be provided by the parents.

### **Goals of the Preschool/Prekindergarten program**

Through the activities in the early childhood curriculum, each child will:

- \*\*grow spiritually so as to—
  - develop a sense of trust.
  - realize their need for God's love.
  - know Jesus as their personal Savior.
  - respond to God's love.
  - feel secure in God's love and care.
  - see themselves as God's children.
- \*\*grow emotionally so as to—
  - develop a positive self-concept.
  - be free to risk failure and be comfortable with mistakes.
  - develop a sense of security and trust.
  - show independence and self-responsibility.
  - channel emotions into appropriate and acceptable outlets.
- \*\*grow socially so as to—
  - learn to play, work and communicate with peers and adults.
  - adjust to group situations.
  - accept others even though they may be different from one's self.
  - develop a sense of community.
  - accept change in environment and routines.
- \*\*grow physically so as to—
  - develop gross and fine motor coordination.
  - develop eye-hand and eye-foot coordination.
  - become aware of his/her own body.
- \*\*grow intellectually so as to—
  - continue to develop language use and understanding.
  - develop pre-reading skills such as visual discrimination, auditory discrimination, understanding of symbols, and a love and interest in books.
  - develop an ever-increasing attention span.
  - initiate his/her own activities.
- \*\*grow creatively so as to—
  - view him/herself as a unique individual created and valued by God.
  - express ideas in his/her own unique way.
  - be free to create artistically using a variety of media.
  - develop his/her own God-given talents and abilities.

(These goals were taken from In His Hands: A Manual for Beginning and Operating Lutheran Early Childhood Programs; by Marilyn Beccue and Jane Wilke, 1993, p.70)

### **Schedule of the Preschool/ Prekindergarten Program**

Daily Schedules may vary from time to time and depending on the teacher in charge. If you would like specifics, please ask your child's teacher to supply you with their up-to-date schedule or check the bulletin board for your child's class.

## **SCHOOL AGE PROGRAM**

### **After School Care**

During the school year, the school age program is for children between the ages of five and twelve who are presently in Kindergarten or above. The ratio in the school age program is one teacher to fifteen children.

During the school year, time is given for an after school snack, Bible devotion, homework, and choice driven activities such as writing, art, building, and playing games.

Rates are charged hourly during the school year, but must be scheduled by the 25<sup>th</sup> of the previous month to receive the hourly rate. Any time used that is not scheduled with the director pays the drop-in rate.

### **Summer Program**

For the summer program, a child must have completed kindergarten in order to be in the program. During the summer, many more activities are planned which challenge and excite the children. They usually go on two or more field trips each week. Zion ELC staff supports the children's continued learning through providing opportunities to do creative writing, storytelling, science projects, creative art projects, computer time, physical game playing, sports, and reading.

The summer fee schedule for school-age children is by week to allow for the various camps and vacations in which the children participate. The director must have a contract with the weeks your child will be present for the summer program that includes specific days and times to receive the weekly rate. Any time used that is not on the contract pays the drop-in rate.

### **Goals of the School Age Program**

Through the activities in the school-age program, the children will:

**\*\*grow spiritually so as to**

- develop a sense of caring and concern for each other
- learn to forgive and be forgiven
- recognize Jesus as Lord and Savior
- experience God's love

**\*\*grow intellectually so as to**

- expand their creative thinking skills
- experiment with, and then learn the properties of a wider variety of materials and how to use them
- solve personal problems as well as group problems

**\*\*grow emotionally so as to**

- acknowledge and recognize their own feelings

- act on their feelings in appropriate and safe ways
- \*\*grow socially so as to
  - gain increased confidence in talking with peers and teachers
  - help in making decisions
  - cooperate with and learn from each other
- \*\*grow physically so as to
  - gain awareness of the strength in their bodies
  - increase skills in climbing, running, catching, throwing, and other active movements.

Wonderful Moms, Dads, and Guardians

Thank you for reading over the Zion ELC handbook. Hopefully you feel comfortable and know what is expected of you and your child. If not please contact us for clarifications. As part of your enrollment online with TADS, you will contractually sign to accept our handbook and policies.

**I, \_\_\_\_\_ have read over the Zion Lutheran Christian Early Learning Center Handbook, and feel that I understand the rules and regulations and overall general information which was given to us as parents of children who are enrolled. I am aware that my payments are due no later than the 15<sup>th</sup> of each month and that I am responsible for signing my child in and out every day. If problems should arise with payments etc., I am to notify either the early learning center director or the office administrator in the school office.**

Zion ELC is here to serve you in caring for your child. We pray that we are partners with you in the nurturing of your child. Therefore, we encourage you to visit our center during operating hours, as well as exchange thoughts, concerns, and information about your child. If you have any concerns about the care of your child while at Zion ELC please contact the director so that we may address the situation.

Child Care Division (CCD) has a booklet with regulations and information concerning the operation of child care centers. You may request to look at this booklet at any time.

Parents have the right to contact CCD with any complaint or concern regarding Zion Lutheran Christian Early Learning Center. You may contact them at 1-800-556-6616. When phoning, have the name, address, and phone number of the center, as well as the reason for calling.

Every parent affiliated with or interested in Hand in Hand has the right to access the booklet of CCD rules and regulations, as well as any general information.