

**Zion Lutheran School  
Handbook  
2018 - 2019**



**“Let your Light Shine”**

*In the same way let your light shine before men,  
that they may see your good deeds  
and praise your Father in heaven*

*Matthew 5:16*

Kindergarten  
On My Way Pre-K  
Preschool Four  
Preschool Three  
Preschool Two  
Extend Care Services

**“Nurturing and educating children to  
become life-long followers of Jesus”**

## **Mission Statement**

Nurturing & educating children to become life-long followers of Jesus.

## **Philosophy Statement**

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

- Every child has been uniquely created by God and is included in His plan of salvation. God has accepted the victory of His Son Jesus over sin, and desires that all children receive this victory through faith and be adopted as His very own children. (Mark 10:14)
- God has entrusted parents with the responsibility of guiding their children to a faith relationship which is constantly growing and is lived out according to His purpose. (Proverbs 22:6)
- God has also called His church to equip and empower parents by providing multiple Christ-centered opportunities that lead children to faith, that enable children to grow in their faith and share their faith. (Deuteronomy 6:7)
- We are privileged to provide a Christian educational environment which assists parents in fostering their children’s spiritual, social, emotional, cognitive, and physical development through play and through hands-on experience. (John 21:15)

## Objectives

Our primary purpose is to provide the opportunity for students to find identity, purpose and power for their life in Christ. Methods of instruction are developmentally appropriate and adjusted when possible for individual differences. Our objectives are to guide each child to:

- Recognize himself as a child of God.
- Develop an understanding of God and His love.
- Cultivate an inquiring mind and thinking skills.
- Acquire knowledge and skills in the prescribed curriculum.
- Experience, appreciate and respect God’s creation.
- Develop a positive self-concept.
- Learn personal responsibility.
- Respect the authority of home and school.
- Grow caring relationships by recognizing the right, privileges and individual differences of others.

With these statements in mind, we recognize that the primary responsibility for your child’s growth in all these areas lies with the parents and most normally occurs within the framework of the home. At the same time, we know that parents, for a variety of reasons, desire assistance in these aspects of care and training for their child.

We are very aware of the fact that we must not and cannot become a substitute for your capable parental direction and wholesome home environment. We are, however, eager to serve and assist you by providing the best possible away-from-home learning environment to augment your child’s growth.

We are a “Christian” school. The word “Christian” does not imply that it is a school for Christians only. It means that we believe Jesus Christ is our Savior, that He died for our sins, and through faith in Him, we have eternal life. We believe that an attitude of love and respect for God and one another is “caught”

as well as “taught.” Christian values will be integrated into our daily schedule. Our schedule includes a Jesus time, weekly chapel, and all curriculum is presented through a Christian perspective.

We pray that, with God’s help we can work together with families in serving and providing a positive Christian educational experience for our students.

**As a ministry of Zion Lutheran Church, our school exists to further the mission and vision of Zion Lutheran Church. Our teachers instruct children in this mission and vision in age appropriate ways.**

**Zion Lutheran Church Mission Statement**  
*“Servants of Jesus Building Relationships for Eternity.”*

**Zion Lutheran Church Vision Statement**

- 1) **Worship:** Made God’s servants by the Spirit in Holy Baptism, fed on Jesus’ body and blood, we are learning to express our relationship with God through faith in His promises and life in community with His people.
- 2) **Witness:** Called out of the darkness of sin, we celebrate our union with Jesus Christ as we live out and speak out His forgiving love toward our neighbors in the world who need His friendship as well.
- 3) **Study:** Servants of the Word by the Gospel’s call, we seek to deepen our relationships with Christ and with one another as we examine and apply the Holy Scriptures to our daily lives.
- 4) **Service:** Established as God’s servants through faith in Christ, we demonstrate our faith in living, active, eager works of love toward those around us who are in any need.

- 5) Fellowship: Gathered by God’s commitment to love us, we are learning to know one another at an ever-deepening level so that God’s love would come to expression in our commitment to each other in the Body of Christ.
- 6) Prayer: Dependent on our Lord for our being and our acting, we prayerfully seek His Spirit’s guidance and power for living out our relationships as baptized children of God within His world.
- 7) Education: Sitting at the feet of the Master Teacher, we are studying God’s Word in Bible Class, Sunday School, Confirmation, and Day School settings so that we are prepared to meet all of life’s challenges in the strength and comfort of the Gospel.

## **ADMISSION PROCEDURE**

### Policy

- A child entering our school must be 2, 3, 4, or 5 years old by **August 1** of the school year they are enrolled, for the respective program they are being enrolled in.
- A child entering our Preschool 3, Preschool 4 and Kindergarten programs must be toilet trained, out of pull-ups, and away from “sippie cup” use.

### Registration

The following steps are necessary to complete the enrollment of your child at Zion.

1. Complete the enrollment form with copy of Birth Certificate and Immunization Record.
2. Registration fee must accompany the form in order to reserve a spot for your child at the school. The registration fee is in addition to the tuition, and is non-

refundable. All checks should be made payable to: ***Zion Lutheran School.***

3. Kindergarten Only - Doctor completed health forms and a birth certificate will be required in the spring prior to the school year. A special mailing will be sent to parents.

### Class Assignments

If there are special needs and/or requirements that should be considered when class assignments are made, parents must have a 1-on-1 discussion with the ZLS Principal by no later than May 24, 2018. While attempts will be made to accommodate these requests, please remember that NO GUARANTEES are automatic. Parents who have paid registration fees in full will be notified of official class assignments early to mid-summer prior to the start of school.

### Tuition and Fees

Tuition for our preschool classes is the sole responsibility of parents. Kindergarten tuition assistance for students who are members of local LCMS Lutheran churches is paid by the respective congregations if attendance requirements are met. Exact percentage of tuition assistance paid by each congregation varies and is determined by the respective congregation. Tuition is listed below. It is based on an annual amount. You may pay in one annual payment, or pay the amount over 8 monthly payments. If paying monthly, the amount is due *by the 1<sup>st</sup>, and no later than the 10<sup>th</sup> of each month.* Payments are preferred either by *check, money order or online.* The payment link is located on the home page of our Fast Direct school portal. If payment is made with cash it is your responsibility to get a receipt from the school office staff at the time of payment. All payments are to be either mailed to the school, placed in the tuition boxes located throughout the school, or paid to the school secretary or Principal in the school office. Please **do not** hand your tuition payment to a teacher or assistant.

<u>SCHOOL TUITION</u>	<u>ANNUALLY</u>	<u>SEP-APR (Monthly)</u>
Kindergarten	\$4082.00	\$511.00
OMWPK	\$6410.00	\$802.00

Preschool 4 Tuition (Sept. –April)

<b>Tuition Full Day: Yearly</b>	<b>Monthly</b>	<b>No. of days</b>	<b>Tuition Half Day: Yearly</b>	<b>Monthly</b>
\$4815	\$602	5	\$2265	\$284
\$3852	\$482	4	\$1812	\$227
\$2889	\$361	3	\$1359	\$170
\$1926	\$241	2	\$906	\$133
\$963	\$120	1	\$453	\$57

Preschool 3 Tuition (Sept. –April)

<b>Tuition Full Day: Yearly</b>	<b>Monthly</b>	<b>No. of days</b>	<b>Tuition Half Day: Yearly</b>	<b>Monthly</b>
\$5270	\$659	5	\$2720	\$340
\$4216	\$527	4	\$2176	\$272
\$3162	\$395	3	\$1632	\$204
\$2108	\$264	2	\$1088	\$136
\$1054	\$132	1	\$544	\$68

Preschool 2 Tuition (Sept. –April)

<b>Tuition Full Day: Yearly</b>	<b>Monthly</b>	<b>No. of days</b>	<b>Tuition Half Day: Yearly</b>	<b>Monthly</b>
\$5050	\$631	5	\$2500	\$313
\$4040	\$505	4	\$2000	\$250
\$3030	\$379	3	\$1500	\$188
\$2020	\$253	2	\$1000	\$125
\$1010	\$126	1	\$500	\$63

Registration Fees

Registration fees are required at the time of your child’s registration. This fee is in addition to the tuition and is non-refundable.

	<u>By April 1</u>	<u>After April 1</u>
Preschool 2	\$150	\$175
Preschool 3	\$150	\$175
Preschool 4	\$150	\$175
OMWPK	\$150	\$175
Kindergarten	\$1,300	\$1,434

Kind. Payment Plan is Optional: \$139 monthly from Aug-May  
\*\$50 deposit + \$75 field trip fee due at time of registration.

Registration fee payments and open balances from previous ZLS programs must be paid in full before your child can begin school for the 2018-2019 school year.

Extend Care Daily Costs

A one-time registration fee of \$39.00 is required at time of Fall Extend Care registration and \$34.00 is required at time of Summer Extend Care registration. This fee is in addition to daily rates and is non-refundable.

The following are daily rates for our Extend Care program:

\$26 a day (Days w/no classes)

Before School \$2.00 (All morning classes and Kindergarten)

After School \$4.00 (All afternoon classes and Kindergarten)

“On My Way Pre-K”

As a state of Indiana, Jackson County “On My Way Pre-K” provider, Zion Lutheran School Preschool 4 year old enrollees are eligible for state of Indiana “total cost” assistance if a family meets financial requirements. While there are specific details and



registration requirements for this program, specific details are available through the ZLS school office.

Extend Care is also open during the summer months for children age 2 through third grade level in age. Information covering the summer program is available upon request.

## **PRESCHOOL CURRICULUM**

### Jesus Time

Through daily Bible stories and application of their truths in the activities of the day, we want the child to experience the joyful sense of his/her relationship with God. He/she will learn to know God as his/her loving heavenly Father, the Creator and Caretaker of the world and all people. Your child will learn that Jesus Christ is his/her best Friend, who loves him/her and forgives him/her so that he/she may enjoy full life as one of God's dear children.

He/she will learn to know the Holy Spirit as his/her Helper and Comforter, who established his/her relationship with God and keeps it strong. Your child will be introduced to many people and events in the Bible. He/she will have an opportunity to learn simple Bible verses, songs, and prayers.

He/she will learn through his/her contact with the other children that the worship of God is made real through the harmonious and loving relationship with the people around him/her.

The "One In Christ" series from Concordia Publishing House is used for religion. The 4-year-olds also attend chapel weekly and the 3 year olds attend chapel once per month.

### Language Experiences

The child will be exposed to stories, poems, and finger play via books, CDs, and movies under the direction of his/her teacher. In addition to normal communication with teachers and fellow

students, children are given other opportunities for self-expression, such as “Show and Tell” periods.

### Arts-Crafts

Children usually enjoy being creative. In our program they will be given daily opportunities to “create” using numerous art media. Your child will also be instructed in the various skills necessary to further his/her abilities in art.

### Physical Education

A well-rounded program in all aspects of physical education is provided. Large muscle development and coordination will be improved in activities of walking, running, hopping, jumping, rolling, bending, twisting, crawling, pulling, pushing, and throwing. Small muscle control will be gained in activities of cutting, tearing, gluing, drawing, painting, play dough, folding, finger plays, pasting, and puzzle construction. Your child will also learn health and safety rules in caring for his/her body. Enjoyment and a sense of fair play will be derived from group games and activities. We will help the child develop a sense of enjoyment whether winning or losing.

### Readiness Program

Your child will be introduced to colors, counting, number recognition and number concepts, left-to-right sequences, the alphabet visual discrimination, and other readiness skills preparing him/her for successful entry into Kindergarten.

### Social Studies

Our social studies program is designed to help the child relate to the community and world around him/her. We aim to help each child develop an international and local inter-ethnic awareness and appreciation. Our approach also includes such things as training the child to understand and enjoy the celebration of state and national holidays, instructing him/her in health and safety,

introducing him/her to community helpers and institutions, and developing in him/her an awareness of his/her ability to contribute personally to the welfare of our world.

### Science

As we study animals, weather, seasons, senses of the body, and the process of growth, we will be experimenting, comparing, and solving problems.

## **ON MY WAY PRE-K & PRESCHOOL SCHOOL VISITS**

**School visits** will be made by preschoolers and their parents where they will have the opportunity to visit their classroom in August/September prior to the beginning of the school year. Parents will receive a phone call a few weeks before school starts from the teacher to arrange a time for you to visit the classroom.

## **KINDERGARTEN CURRICULUM**

Kindergarten classes provide a more structured environment with emphasis in all areas listed in the preschool program. The Kindergarten Students also attend chapel weekly.

Kindergarten Curriculum activities include:

Experience Jesus' Love	Learn to read
Learn Math skills	Experience Science
Story Writing	Field Trips
Learn through Music	Create with Art
Story Time	Socialization Skills

Kindergarten Curriculum itself includes:

**Religion:** "One in Christ"

*Concordia Publishing House*

**Reading/Language Arts:** “Letters and Sounds”  
“Reading Circles”  
*A Beka Book*

**Math:** “Number Skills”  
*A Beka Book*

**Social Studies:** “Social Studies”  
A Beka Book  
“My Weekly Reader”  
*Scholastic*

**Science:** “God’s World”  
*A Beka Book*

**Handwriting:** “Writing with Phonics”  
“Numbers Writing”  
“K5 Writing”  
*A Beka Book*

## **KINDERGARTEN HOME VISITS**

Home and school unite in a common goal to prepare the child both spiritually and educationally.

### **Kindergarten Students**

**Home visits** will be made by the kindergarten teacher in late July/early August, prior to the beginning of the school year for kindergarten students. Home visits are an important part of the child and teacher being comfortable with one another on that first day. Parents will receive a phone call from the teacher to set up a time for the visit. A kindergarten open house will also take place several days before school begins.

## **MORNING MILK MONEY**

All kindergarten students will have morning milk during their class time (unless they are allergic). Parents may pay for morning milk by the school year, by the semester, or quarterly.

An envelope will be sent home with your child at the beginning of school with the cost for the current year.

### **MONTHLY LUNCH MONEY**

All full day kindergarten students have the option of purchasing lunch by the month or bringing their own lunch from home. A monthly envelope will be sent home with the cost of lunch for that month. A student bringing their own lunch may also purchase milk to have with their lunch. Our lunches are ordered from Immanuel Lutheran School and served in the Zion Fellowship Hall.

### **PARENT CONFERENCES**

Parent-Teacher conferences provide an opportunity to discuss your child's growth and progress. All kindergarten and four year old classes have scheduled conferences. Teachers or parents of a child in either a two or three-year-old class may request a conference. Parents are encouraged to contact the teacher immediately if any concern arises. A conference may be held at any time during the year. The Principal is also available at any time if a conference is desired.

### **PARENT INVOLVEMENT**

There are opportunities for parents to be involved in a variety of activities sponsored by the parents of children attending our school. Some of the past events include: Arts & Crafts Fair, Spring Family Fun Night, and National Lutheran Schools Week. Also, parents willing to volunteer their time to assist at school with small projects should contact the teacher.

### **SCHOOL POLICIES**

#### Toys

Toys and other playthings are not needed at school. We have a great variety of play material and equipment. No toys brought to

school will be allowed in the classroom. Please check your child's book-bag regularly.

### Special Occasion Deliveries

While we feel that special occasions; such as birthdays, are very special for our students it is our policy not to have flowers and/or other items delivered to the students during the school day.

**Thus, we ask that no such deliveries to the school be arranged.** However, the teachers do make sure that each child is recognized on their birthday and parents can have special “snacks” available for their child’s birthday, if pre-arranged with the teacher in advance.

### Outdoor Play

We feel that outdoor play is an important aspect of social development. Weather permitting; we will spend a portion of most sessions in play outside. During the winter months, this time period will be no longer than 10-15 minutes. Classes may go outside if temperature is 25 degrees or above. Please send appropriate outerwear for your child to make this an enjoyable experience.

### Field Trip Policy

Kindergarten classes will be authorized to take occasional field trips off the Zion Lutheran School grounds. However, all such trips will be done with the use of a Seymour Community Schools Corporation school bus and all kindergarten children will be expected to ride the bus. Pre-arranged parent chaperones may be used on a trip who will be expected to also ride the bus. While the number of chaperones per trip will be approximately two (2), the classroom teacher will make these arrangements in advance and as appropriate. The only exception to this policy will be if any ZLS classes walk to the Lutheran Community Home across the street for caroling, etc.

## Reporting Changes

Emergency Cards with contact information, etc., is kept on each child in their individual classrooms, the school office, and Extend Care. Parents are responsible for reporting any changes in address, phone number, employment, work hours, emergency contacts or persons designated to pick up your child as soon as possible. Reporting these changes to the school office will get changes made in all locations.

## Tuition Payments

Delinquent classroom tuition payments beyond two months or Extend Care payments greater than \$200.00 could result in the loss of program spot for your child. We are a not-for-profit organization and depend on these regular payments for our daily operation expenses.

## Toilet Training

Toileting Policy (ages 3 and up)

Definition of a Toilet Trained Child: A toilet trained child is a child who:

- Is able to tell an adult they have to use the toilet before they have to go. They must be able to say the words “I have to go potty” (or likewise) before they have to go.
- Is able to pull down their underwear and pants and get them back up without assistance.
- Is able to wipe themselves after using the toilet.
- Is able to get on and off the toilet by themselves.
- Is able to wash and dry hands.
- Is able to go directly back to the classroom without directions.
- Is able to postpone going if they must wait for someone who is using the restroom or if the class is outside or away from the restrooms

- Does not wear pull-ups or diapers

Children in all Zion Lutheran School classes designed for **ages 3 and up** are expected to be completely toilet trained (see definition above). All classrooms at Zion Lutheran School are operated as true regular classrooms, not merely childcare. The classrooms and extend care rooms for ages 3 and up are not equipped with diaper changing tables/station or diapering supplies.

Bathroom accidents are time consuming for the teachers; they take the teacher away from others within the classroom and can be a sanitary/health hazard issue. If a child has three or more accidents within a three-week timeframe, a probationary warning will be issued. If another accident occurs during the probationary period, the child will be required to stay home until securely toilet trained or if he or she has not reached age 4, they may be placed in a classroom or extend care room with diapering stations and supplies. The child's place will be held for the remainder of the month. There will be no refund of tuition for the remainder of the month.

We realize that accidents happen. Any child who has an accident will be removed from the classroom discreetly and escorted to the bathroom by a teacher or assistant. The child will be expected to do the majority of removal of the soiled clothing. The child will be sent to the toilet and encouraged to complete the action to ensure that the bladder/bowels have been completely emptied and then to wipe. If the child's underpants are excessively soiled they will be thrown away. The remainder of the soiled clothing will be returned to the child's school bag in a plastic bag. The teacher will check the child for sufficient cleanliness. The teacher will assist the child in getting dressed only as necessary. Parents may be called to assist. Children who have accidents will not be humiliated, punished or belittled.



## Dress

Please dress your child for:

1. Comfort - Keep in mind the types of daily activities for your child.
2. Independent Toileting - Simple clothing that is free of complicated fastenings can eliminate many accidents.
3. The Weather - The children play outside every day when the weather permits. Please provide a warm coat, boots, mittens or gloves, and a hat or hood in the winter. Please provide a sweater or jacket in the spring and fall. Please dress your child in cool, comfortable clothing in the summer.
4. Safety - Western boots, flip-flops, sandals, high heels, or backless shoes are not allowed. Athletic or similar type shoes provide the best protection for your child.
5. Conformance - with one's biological sex.

Remember To Label All Items Your Child Brings to Zion Lutheran School.

## Recess Policy

Please do not ask the teacher that a child stay in for outdoor play. Both teacher and assistant must accompany the group for outside play. If you feel your child is unable to play outside due to a recent illness, please keep your child at home.

## Illnesses and Injuries

If your child becomes ill during the day, we will notify you immediately. You must pick up your sick child promptly. We must consider the health of the children present as well as that of your child.

We will take care of minor injuries which may occur at Zion Lutheran School.

For injuries or illnesses which require special care, we will follow the proper emergency procedures. For this reason it is of the utmost importance that you fill out forms accurately and keep them current. We should be able to contact a parent at all times. Be sure to give us the name of someone who can accept responsibility in emergencies as indicated on the enrollment form.

Keep your child home if he or she has a fever, sore throat, earache, swollen glands, continuous runny nose, stomach ache, red or discharging eyes, skin eruptions, rash, persistent sneezing or coughing, nausea, vomiting, diarrhea, signs of weakness, listlessness, drowsiness, or unusually flushed skin. For symptoms such as these you will be called to pick up your sick child.

A child who has a fever should not return to Zion Lutheran School until the temperature is registered normal for 24 consecutive hours without fever reducing medication. An elevated temperature indicates an infection. If your child has a fever which has been determined by a physician to be non-contagious, we must have a signed statement from the physician before your child will be readmitted to Zion Lutheran School.

A member of the Zion Lutheran School staff will notify the parent or legal guardian of a child in our care concerning any of the following that occur while the child is in our care:

- Bodily Injury
- Serious bodily injury
- Death of a child

In addition, the staff of Zion Lutheran School will notify the division of child care, not more than 24 hours after the

occurrence for bodily injury and serious bodily injury; and immediately after the occurrence of the death of a child.

### Caregiver Illness or Death

In the event of a serious illness, serious injury or death of a provider, the ministry director or board will notify the parents.

### First Aid

First aid will be administered immediately to any child who suffers a minor injury. In the event of a serious injury, the parents will be contacted without delay. An ambulance may be called if such action is deemed necessary. Our staff members are trained in CPR and First Aid.

### Behavior Management Policy

This policy has been written in order to promote the good health of children in our care.

We aim to teach children to behave in socially acceptable ways and to understand the needs and rights of others. The biblical worldview that guides the management of behavior exists with the program of Zion Lutheran School.

### ***Methods***

- We require all staff, volunteers and students to provide a positive model of behavior by treating children, parents and one another with friendliness, courtesy and Christian care.
- We familiarize our staff with Zion Lutheran School's behavior policy and its guidelines for behavior.
- We expect all involved in our ministry—children, parents, staff, volunteers and students—to keep the guidelines, requiring these to be applied consistently.
- We work in partnership with the children's parents. Parents are regularly informed about their children's behavior by their child's teacher. We work with

parents to address recurring inconsiderate behavior, using objective records to help us understand the cause and to jointly decide how to respond appropriately.

- All behavior logs are considered confidential information.

### ***Our Practice***

- We organize the learning environment so that it has a positive impact on behavior in terms of space, access and choice of activities.
- We take a positive and consistent approach towards managing children's behavior.
- We recognize that every child is unique and handle issues of behavior in ways appropriate to the child's stage of development and level of understanding. This may include "time out" which is a time when the child is temporarily deprived of group interaction. If necessary, students who continue to disrupt the class will be referred to the director. Parent cooperation is expected.
- We encourage children to be aware of Zion Lutheran School rules and procedures.
- We establish clear expectations and boundaries for behavior, appropriate to the children's level of understanding.
- We give simple and clear instructions to the children and explanations are given of why something should be done.
- When behavior is unacceptable or causing harm, corrective language may be used.
- We record all significant incidents relating to behavior.
- We identify and implement strategies that encourage positive behavior.

- We deal with negative behavior at the earliest opportunity.

### ***Encouraging Positive Behavior***

- We use praise specifically related to the children's actions or behaviors.
- If appropriate, we refocus the child's attention on another activity.
- We focus on activities and routines to encourage sharing, negotiation, and cooperation.
- We encourage responsibility in caring for others and our school building.
- We encourage positive behavior through play and learning activities.
- We model appropriate behavior in different contexts.
- We draw up rules based on the Ten Commandments (Exodus 20:1-17).
- We demonstrate that the child is a forgiven sinner even when behavior is adverse.
- We discuss with children acceptable behavior for all areas of learning and experience.
- We encourage children to use words to express dislikes or feelings.
- We help the children to develop assertive strategies to challenge bullying.
- We support the children to solve conflicts with other children.
- We support children's self-esteem by enabling them to be successful in play experiences and activities.
- We take the opportunity throughout the day to promote children's self-worth through giving attention and praise.

## *Strategies*

- We expect all staff, volunteers and students to use positive strategies for handling any inconsiderate behavior.
- We ensure that there are enough popular toys and resources available so that children are meaningfully occupied without the need for unnecessary conflict over sharing and waiting for turns.
- We acknowledge considerate behavior such as kindness and willingness to share.
- We support each child in developing self-esteem, confidence and feelings of competence.
- We support each child in developing a sense of belonging in the classroom, so that they feel valued and welcome.
- We avoid creating situations in which children receive adult attention only in return for inconsiderate behavior.
- We do not use techniques intended to single out and humiliate individual children.

## *Procedure for Dealing with Unacceptable Behavior*

Behaviors considered to be unacceptable are:

Physical abuse—including biting, hitting, punching, pinching, scratching, kicking and pushing

Verbal abuse—including racist or sexist remarks, name calling, and swearing

Bullying—defined as persistent name calling, minor harassment (such as taking things, toys, etc. away from someone) and more major incidents involving physical violence or a group of children picking on one child

Spitting

Screaming or shouting inside Zion Lutheran School

Damaging the property of others or of Zion Lutheran School

### Lack of respect for caregivers

Any unacceptable behavior by a child will be dealt with by the Zion Lutheran School staff in the following way:

- An immediate verbal response to the action shall be given.
- A gentle explanation to the child as to why the behavior was unacceptable shall be given.
- If unacceptable behavior persists, the child will be withdrawn from the group for a short period.
- If necessary, a child may be taken to another room to calm down.
- Parents will be informed if we feel that a child's behavior is particularly worrying.
- Consistency in behavior management is encouraged amongst parents and staff.

Zion Lutheran School staff will work together with parents to promote desired behavior.

- The first time an unacceptable behavior occurs, a letter or E-mail will be sent to the parents with a copy of the behavior policy and any other policy pertinent to the situation at hand.
- The second time an unacceptable behavior occurs, the parent will be called to pick up the child from school and a conference with the parent, teacher, and director will be scheduled.
- The third time unacceptable behavior occurs, the parent will be called to pick up the child and the child will be suspended for the next three school days.
- Should any further unacceptable behavior take place, the child will be evaluated for appropriate disciplinary action to be taken, up to and including withdrawal from the school program.

- For each occurrence of unacceptable behavior, a record will be kept.

### ***Rough and Tumble Play***

Young children often engage in play that has aggressive themes such as superhero and fantasy play. Some children appear pre-occupied with these themes, but their behavior is not necessarily a precursor to hurtful behavior or bullying, although it may be inconsiderate at times and may need addressing using strategies as above.

We recognize that teasing and rough and tumble play are normal for young children within acceptable limits. We regard these kinds of play as social and not as problematic.

We will develop strategies to contain play that are appropriate for the children, understood by them, and with acceptable behavioral boundaries to ensure children are not hurt.

We will make alternative suggestions to children who engage in fantasy play that goes against a biblical world view.

### ***Hurtful Behavior***

We take hurtful behavior very seriously. Most children under the age of five will at some point hurt or say something hurtful to another child, especially if their emotions are high at the time, but it is not helpful to label this behavior as “bullying”. For children under five, hurtful behavior is momentary, spontaneous and often without cognizance of the feelings of the person whom they have hurt.

We recognize that some young children behave in hurtful ways towards others because they have not yet developed the means to manage intense feelings that sometimes overwhelm them.

We will help them manage negative feelings by offering support, calming the child who is angry as well as the one who has been hurt by the behavior.



We help young children learn to empathize with others, understanding that they have feelings too and that their actions impact others' feelings.

We help young children develop pro-social behavior. When hurtful behavior becomes problematic, we work with parents to identify the cause and find a solution together.

### Preventing Bullying Behavior

Definition of bullying: "Bullying" means intimidation or harassment that causes a reasonable student or staff member to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

Bullying in any form, is considered unacceptable by Zion Lutheran School. This relates to instances involving children, staff, or parents/guardians. Any behavior that is considered to amount to bullying will be recorded and addressed with the individual concerned or with the parent/guardian.

In the case of a child, this will be within the framework and procedures of Zion Lutheran School's **Behavior Management Policy**. Persistent bullying which cannot be resolved may result in the child being excluded from school.

Repeated instances of behavior that amount to bullying of staff by users of Zion Lutheran School will result in the family being excluded from the school.

Zion Lutheran School defines bullying as the deliberate repeated intimidation or harassment that causes a reasonable student or staff member to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

### ***Responding to Bullying Behavior***

Zion Lutheran School acknowledges that despite all efforts to prevent it, bullying behavior can occur on occasion. Should such incident occur, the staff will respond with the following principles:

- Show the children who have been bullied genuine concern and act upon that concern
- Address incidents thoroughly and sensitively
- Intervene to stop the child who is bullying from harming the other child or children
- Explain to the child doing the bullying why his or her behavior is not acceptable
- Give reassurance to the child or children who have been bullied
- Reassure them that what they say will be taken seriously and handled sympathetically
- Help the child who has done the bullying to recognize the impact of their actions
- Make sure that children who bully receive positive feedback for considerate behavior and are given opportunities to practice and reflect on considerate behavior
- Support the individual who has been bullied, keeping them under close supervision, and checking on their welfare regularly;
- We do not label children who bully as “bullies”
- We recognize that children who bully may be experiencing bullying themselves, or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others
- We recognize that children who bully are often unable to empathize with others
- Discuss what has happened with the parents of the child who did the bullying and work out a plan with

them for managing the child's behavior based on Proverbs 13:23, 22:15, 23:13, 14

- Share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving
- Incidents of bullying will be recorded on an incident log
- Serious incidents of bullying will be reported to the School Director

If bullying behavior persists it may result in the child being excluded from school on a permanent or temporary basis

### Appeals Process

Disputes, differences of opinion, and conflict over ideas, purposes and values will occur whenever people gather together. Constructive suggestions and concerns are welcomed. They offer the opportunity to explain why things are done a certain way. Suggestions and shared concerns also offer opportunity to see the need for change. Our procedure is based on Jesus' directives as found in Matthew 18:15-17, with regards to differences and conflicts between people at Zion Lutheran School.

All consultations involving children should be made without the children present. It is neither helpful to the student, parent, or teacher to voice criticism in the presence of the child, not outside the immediate household. The working relationship between child and teacher as well as the cause of Christ and Christian education is often damaged if the problem is discussed publicly. As with all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience, and the desire to do what is pleasing and good in his sight. The pastor of Zion Lutheran Church may serve as counselors, mediators, or advisors and they may be contacted through their church offices.

**Step 1:** Jesus said to go first to the person with whom you have a concern. Please contact the person(s) directly involved. Most of the time, a clarification is all that is needed. It is important that we seek factual information by asking questions before coming to a conclusion. It does no good to speak with others unrelated to the situation unless we seek their advice. Clarification of school policy and other decisions of the Zion Lutheran School Board may be directed to the Principal of Zion Lutheran School or the President of the Zion Lutheran School Board.

**Step 2:** If the problem cannot be solved by going to the person, Jesus said to get a responsible person to help solve the problem. Please contact the Principal of Zion Lutheran School if step 1 has not helped to resolve a problem. After seeking clarification from the Principal of Zion Lutheran School, concerns about school policy and other decisions of the Zion Lutheran School Board may be taken to the Zion Lutheran School Board by contacting the President of the Zion Lutheran School Board.

**Step 3:** If steps 1 and 2 have not resulted in a successful resolution, Jesus directed Christians to then go to a group of responsible people. At Zion Lutheran School, that group is the Zion Lutheran School Board. Classroom or other school problems may be directed to the President of the Zion Lutheran School Board in writing by using a Reconciliation Form if steps 1 and 2 have not helped to resolve the problem. Concerns regarding Zion Lutheran School policy and other decisions may be directed to the Parish Planning Committee by contacting the congregational president through the church office.

### Alcohol, Drugs and Firearms Policy

Procedure and Practices, Including responsible person(s):  
The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.

Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.

All staff will maintain sobriety while providing child care. Staff that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to discipline. No guns or other lethal weapons will be allowed in the child care setting. Parents required to carry firearms as a function of their job are exempt from this policy.

### Late Pick-Up

Our teachers devote many hours in preparation to make your child's school experience a positive one. Out of respect for both your child and their teacher, please pick up your child promptly. We have a policy that if you pick up your child late, a fee of \$.50 per minute will be charged to you. You will pay your child's teacher directly as she would be the day care provider during that period. When you know you are going to be late, please take time to call the school to let us know. Every child becomes anxious when parents are late. This policy includes children being picked up from Extend Care.

### School Closings Due to Bad Weather:

#### ***Closure Days***

Zion Lutheran School typically goes by the Seymour Community School Corporation closings when it comes to bad weather conditions. The following places are used to announce the closing of Zion Lutheran School due to bad weather conditions:

- Our school website at [www.zionschoolseymour.org](http://www.zionschoolseymour.org)
- WJAA radio station
- WZZB radio station
- WCSI radio station

A text cast will be sent out to all who have opted for texts through Fast-Direct. If you need assistance in setting this up, please call the school office.

ZLS Extend Care services will be provided on these school closure days to those families who normally use these services. The only exception to that being if it is announced by local law enforcement groups that everyone should stay off the roads. In those cases of “STATE OF EMERGENCY” Extend Care will also be shut down as well.

**The best place to always look for school day status & updates is the school website: [www.zionschoolseymour.org](http://www.zionschoolseymour.org)**

### *Delayed Start Days*

In case of a two-hour delay by the Seymour Community School Corporation please note that Zion Lutheran School **may or may not** follow their delay, depending on the reasoning. Zion Lutheran School will attempt to follow the same procedure used on these days by Immanuel Lutheran School & Trinity Lutheran High School; however, exact procedure for the day should be checked on the same places as listed above for closure days, especially the school website. If Zion Lutheran School has a two-hour delay on any given day the following will occur for the different ZLS programs:

- Kindergarten Classes – will begin at 10:25 a.m.
- All Morning Preschool Classes – will be CANCELLED.
- All Afternoon Preschool Classes – will be OPEN normal hours.
- Extend Care – will be open normal hours.

### *Make-Up Days*

Classes that are cancelled for any reason are normally made up at a future time. The school administrative office will determine make-up days and advanced communication will be sent out to parents. There are a few make-up days scheduled in the school year calendar that will be utilized first for such needs.

## Evacuation Plan

If our building must be evacuated due to fire or other hazard, we will exit the building using the nearest accessible door and will meet in the areas as posted on our Fire Evacuation Plan. Once all children have been accounted for and we are cleared to re-enter, we will notify parents of the situation via telephone.

If our building catches fire or is otherwise damaged during operating hours, we will contact a parent, guardian, or emergency contact. If a family member cannot be reached, children will be moved to a safe location and a notice will be posted.

In the case of a temporary evacuation, the students in our program will be moved to the Lutheran Community Home, 111 Church Avenue, Seymour, Indiana. You will be notified and given a reasonable amount of time to pick up your child.

In the event of severe weather, students will be evacuated to the church basement. Once all children have been accounted for, we will notify parents of the situation via text broadcast. In the event that we cannot re-open after an emergency, parents will be notified via text broadcast.

## **SUGGESTIONS**

You can help your child to have an enjoyable school experience by keeping the following suggestions in mind:

- Make him/her feel secure and wanted at all times.
- Teach him/her to pray, and pray with him/her.
- Go with him/her regularly to church and Sunday school.
- Sing with him/her and read to him/her.
- Let him/her make things with their hands.
- Do not threaten him/her in connection with school or their teacher.
- Show an interest in what he/she does. Do not make fun of him/her. Laugh with him/her but not at him/her.

- Do not compare him/her with other children in the family, school, or neighborhood.
- Remind him/her to say “please” and “thank you,” and to observe other courtesies.
- Teach him/her to take care of his/her belongings.
- Send him/her to school regularly.
- Provide him/her with a good breakfast or lunch before sending him/her off to school.
- Arrange regular sleeping hours for him/her.
- Dress him/her appropriately in washable, comfortable clothing.
- Teach him/her to give his/her full name, address, and phone number.
- Teach him/her to attend to his/her own toilet needs.
- Teach him/her to put on and take off his/her own coat.

### Transportation Policy

Parents are responsible for transportation to and from school. Bus transportation is available to *kindergarten students only* through the public school bus system. Questions concerning bus routes should be directed to the Seymour Community Schools Transportation Department at 812-522-3340.

### Pest Control Policy

Parents may register at the school office for prior notice of pesticide applications. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.

### Non - Discriminatory 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 and ethnic origin in administration of its educational



policies, admissions policies, and athletic and other school administered programs.

### Scripture Instruction in the Classroom

The first several pages of the handbook explain our religious purpose, mission, and beliefs. Zion Lutheran School is a ministry of Zion Lutheran Church, which is a member of the Lutheran—Church Missouri Synod. As a member congregation (and its associated school), we believe, teach, and confess without reservation the doctrines (teachings) of God’s Word (the Holy Scriptures) and practice them in every area of our school ministry.

For example, if a question regarding biblical lifestyles arises in chapel or in your child’s classroom, the pastor/teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher’s answer may create conflict in your child’s heart and mind.

You may learn more about our biblical teachings through our church website ([zionseymour.org](http://zionseymour.org)) and especially through the LCMS website ([lcms.org](http://lcms.org)). You may also contact Zion’s pastor for more information or to discuss any concerns that you may have about our teachings.

Biblical principles are integrated into all subject matter taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God’s Word to every aspect of life. If you are supportive of the teachings as outlined above and on the websites referenced, our school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God’s truth.

## Staff to Child Ratio

Staff to child ratios and group sizes must be followed at all times.

- Twos = 1 to 5, maximum group size of 10.  
If all children are at least 2 ½ = 1 to 7, group size of 14.
- Threes = 1 to 10, maximum group size of 20.
- Fours = 1 to 12, maximum group size of 24.
- Fives & Kindergarteners = 1 to 15.
- First Grade & Older = 1 to 20.
- If ages are mixed, you always follow the staff child ratio for the youngest child in the group

## **SAFE CONDITIONS POLICY**

### Affection toward Students

Staff and teachers may hug students but must refrain from hugging and child who does not want to be hugged, or any child whose parents have asked the staff not to do so.

Staff and teachers may not kiss or tickle students or pat them on the bottom.

While infants and toddlers can be held on the lap, older children should not be held on the lap except for occasional comfort or if they are sick or distraught. In any case, the holding should not be for a prolonged period of time, and teachers should take care that they are not holding any one particular child all the time.

Teachers should also refrain from holding and carrying children around for prolonged periods of time without reason.

### Authorized to Pick Up a Child

Parents are required to identify in writing the names and relationships of people who they authorize to pick up their child.

Parents must also identify the names and relationships of people who are not authorized to pick up their child. However, one

parent may not list the other parent as “unauthorized” unless a copy of a court order is on file at the school. Updated court orders must be submitted when changes have been made to the order.

Parents may call the school to give verbal authorization for someone not on the list to pick up their child. The person picking up the child will be required to show photo ID upon picking up the child.

### Authorized to Visit a Child

Zion Lutheran School has an open-door policy and welcomes parents to visit their child in the classroom at any time, but the visit may not interrupt the class. During the visit, the teacher will continue with the scheduled activities and will not be available for discussion

Parents may call the school to give verbal authorization for other family members to visit a child’s classroom.

Teachers are prohibited from allowing unauthorized people to enter the classrooms or take a child out of the classroom.

### Building Security

All entry points to Zion Lutheran School are kept locked during the hours of 8:00-3:00, and can only be opened by a member of the school staff.

Zion Lutheran Church and School employees should not let parents and visitors through any entrance except the school entrance.

The office assistant and other staff must be observant and attentive to the surroundings and every single person who comes to the door. They should know or be familiar with the parents and family members, and be alert to anyone they do not recognize.

The door should not be opened to any visitor whom the staff does not recognize or feel comfortable about. The office assistant or

other staff person should talk to the visitor through the intercom to discern whether or not the door should be opened.

Daycare administration will conduct regular building sweeps to ensure there are no security breaches and will fill out a report noting any unusual findings.

### Child Sign In and Out

For fire as well as security, Zion Lutheran School must have a count and the names of every person in the building at all times. To ensure this policy, parents or other authorized adults must sign their child in and out each day.

### Children in Non-Approved Spaces

Staff and teachers are prohibited from taking a child outside, in a vehicle, or off the premises for any reason other than scheduled playtime. Staff and teachers are prohibited from taking a child with them on their personal time, and may not take them into non-daycare spaces such as church offices or the kitchen.

### Classroom Arrangements

Classrooms and sleeping areas must be “open” with a clear line of vision. The rooms and spaces cannot be obstructed by wall panels, furniture, or other items.

### Indoor Safety

Indoor Safety The daycare ensures the safety of children inside the building by following these procedures:

- Non-authorized people are prohibited from being in the classrooms or from having contact with the students.
- The building is kept securely locked and monitored for non-authorized access to the classrooms and students.
- Cleaning supplies and other hazardous materials are kept out of view and reach of children.

- Classrooms, restrooms, cafeteria, and other areas occupied for daycare use are kept clean and in a sanitary condition at all times.
- Toys, furniture, and other equipment used by children are washed and sanitized on a weekly basis, or immediately if they become contaminated or soiled.
- Toys, furniture, and other equipment used by children are kept in good condition and removed if broken, loose, rusted, splintered, etc.
- Discipline policy is followed to prevent children from physically hurting one another.
- Children are in the care and supervision of authorized adults at all times and are accounted for throughout the day by the sign in and out process and by conducting head counts.
- Repairs, construction, remodeling, and painting are done only during non-daycare hours, or during times when the children are not present in the areas where the work is being done.
- Children are not permitted to go up and down the stairs without adult supervision and or assistance.

### Outdoor Safety

Outdoor play is scheduled daily for all children at Zion Lutheran School unless the weather or air quality poses a safety or health hazard, or your child has a health related reason to remain indoors and the reason is documented by you or a doctor.

Staff-to-child ratio applies on the playground and other outside play areas. The daycare strives to ensure that even if a group is small, there are always two adults outside due to additional and different types of risks and hazards.

Inspections are conducted to ensure that the playground is kept free of glass and other hazardous items, and the playground fence and equipment are in good condition (not rusted, broken, splintered, loose, etc.)

Teachers are instructed to engage with the children during play and be alert and watchful to the surroundings of anyone walking the path or approaching the fence.

Teachers are instructed to always count students when going outside and again before coming back inside.

When in outside areas other than the playground, students are monitored closely and kept at a safe distance from moving vehicles in the parking lot.

### Transportation

We do not transport students at any time for any reason.

Parents are responsible for transportation to and from school. Bus transportation is available to *kindergarten students only* through the public school bus system. Questions concerning bus routes should be directed to the Seymour Community Schools Transportation Department at 812-522-3340.

## **STAFF**

Our school employs qualified, caring personnel who are trained to work with young children. All PS3, PS4 and Kindergarten teaching positions are held by teachers with a four year degree in education. Our staff for the 2017 - 2018 school year included:

### **Principal:**

Mrs. Chrissy Heiss

### **Office Assistant:**

Mrs. Malinda Bicknell

### **Kindergarten Teachers:**

Mrs. Janeen Keinath

### **Preschool Teachers:**

Ms. Trista Green

Mrs. Ruth Southerland

Mrs. Stacy Wright

### **Teacher Aides:**

Mrs. Diana Ackeret

Mrs. Jennifer Carson

Mrs. Julie Crossman

Miss Alex Helt

Mrs. Johnni Hoene

Mrs. Nikki Larrison

Mrs. Sheri Osterman

Miss Allison Redicker

### **Music Teacher:**

Mrs. Amanda Barlau

**Extend Care Supervisor:**

Mrs. Kris Knott

**Extend Care Assistants:**

Ashley Brown

Abbey Campbell

Cory Cowles

Julie Hall

Jackie Higginbotham

Yoko Huff

Jill Kamman

Betty Noel

Linda Penner

Cassidy Prentice

Gabby Rebber

Nicholette Robertson

Leah Stuckwisch

Destiny Woods

**Board of Christian Education:**

Mrs. Jennifer Alberring

Mrs. Ruth Ann Rebber

Mr. Alex Franke

Mr. Art Juergens

Mrs. Angie Kerkhof

Mr. Jason Marshall

Mr. Kyle Morford, Director

Mrs. Melanie Pumphrey

**Pastors:**

Rev. Jeffrey Stuckwisch

Rev. Bradley Akey

**Zion Lutheran School:**

Office Hours 8-4 522-5911

## OUR HOPE

It is our hope that your child will have a positive experience of care and learning with us. We are confident that with mutual understanding and cooperation in matters presented in this handbook that we shall experience an unforgettable year together. We are both pursuing a common cause, namely, that of bringing a child one year closer to maturity in his/her relationship with God. May the Lord bless your efforts at home and ours here at school as we strive to reach this goal.

Zion Lutheran Church  
and  
Zion Lutheran School  
1501 Gaiser Drive  
Seymour, Indiana 47274

Phone:

School: 812-522-5911  
Church: 812-522-1089

Sunday Worship Services  
8:00 & 10:30 AM

Sunday School and Bible Study  
9:30 – 10:15 AM

[www.zionschoolseymour.org](http://www.zionschoolseymour.org)

[www.fastdir.com/zionseymour](http://www.fastdir.com/zionseymour)