



Saint Luke Christian Day School

9100 Colesville Road

Silver Spring, MD 20910

301-588-3866

[saintlukekids.org](http://saintlukekids.org)

[cds@saintluke.us](mailto:cds@saintluke.us)

Director: Mrs. Amy Zandarski-Pica

Office: Mrs. Liz Garifo

**SAINT LUKE CHRISTIAN DAY  
SCHOOL  
2016 – 2017 PARENT HAND BOOK**

Saint Luke Christian Day School  
Parent Handbook

2016-2017  
Table of Contents

	<u>Page #</u>
<b>Welcome and Christian Emphasis</b>	<b>2</b>
<b>I. General Information</b>	<b>3-8</b>
History	3
Purpose	3
Program	3
Program Guidelines	4
Goals	4
Parent Involvement	4
Curriculum	5
Hearing & Speech Screenings	5
Pictures	5
Birthdays	5-6
Highlights of the Year	6
School Procedures	7-8
CDS Teachers, Staff	9
Board of Directors	10
<b>II. Policies</b>	<b>10-13</b>
Food	10
Dismissal/Withdrawal	10
Personal Items/Toys	10
Toilet Training	10
Illness	10
Administration of Medication	10
Allergies/Medical Conditions	11
Policy of Nondiscrimination	11
Snow Policy	11-12
Dismissal Policy	12-13
<b>III. Financial</b>	<b>13-14</b>
Financial Policy	13
Tuition Collection	14
Scholarships	14
<b>IV. School Calendar</b>	<b>15</b>
<b>V. Contacting the School and Teachers</b>	<b>16</b>
<b>VI. Snack Guidelines</b>	<b>17</b>

Saint Luke Christian Day School  
Parent Handbook

**WELCOME**

Welcome to the Saint Luke Christian Day School! Each fall, since 1957, we have opened our doors to young children from the church and local community.

This Parent Handbook is designed to provide you with information regarding the policies and programs of the school. We ask that you use it as a reference throughout the school year. Please feel free to call or e-mail us if you have additional questions.

We also want to welcome you to the Saint Luke Lutheran Church community and invite you to participate in the church's many and varied programs. On behalf of Saint Luke and our Christian Day School teachers and staff, we look forward to getting to know you and your child and to having you as a part of our school family.

Amy Zandarski-Pica, School Director

**CHRISTIAN EMPHASIS**

God showers us with blessings; there is no greater treasure than God's children. Thanks to our dedicated faculty and staff, children at Saint Luke learn to interpret the wonders and blessings of life in a loving, Christian environment. In addition to activities emphasizing the basic tenets of the Christian faith, Saint Luke's excellent, age-appropriate curriculum is reinforced by regular chapel visits for the children. Welcome to our Christian Day School family!

The Rev. Connie A. Miller, Senior Pastor

**STATEMENT OF NON-DISCRIMINATION**

*Recognizing that we are all God's children, the Saint Luke Christian Day School admits students and families of any race, color, national and ethnic origin, religion or sexual orientation to all 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, religion or sexual orientation in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs. However, families must realize that the school is specifically and solely Christian in religious emphasis. Christian holidays and themes are the focus, often to the exclusion of those of other religious traditions.*

Saint Luke Christian Day School  
Parent Handbook

**HISTORY**

The Christian Day School was established April 2, 1957 by Saint Luke Lutheran Church to serve the educational needs of the pre-school aged children in the congregation and the local community.

**PURPOSE**

Recognizing that the basic attitudes and interests acquired in early childhood are of great influence for the remainder of life, Saint Luke Christian Day School provides a balanced program with a Christian emphasis. Through stories, music, supervised play, self-expression, creative art, and readiness activities, children learn to interpret everyday experiences in an environment of love.

**PROGRAM**

Each child will have an opportunity to develop in all areas—mental, physical, emotional, social, and spiritual.

The school offers:

- trained teachers who understand young children and how they grow.
- ample space indoors and outdoors.
- readiness activities in areas such as science, math, art, music, and supervised play.
- field trips and visits from community helpers for four-year-olds and occasionally for three-year-olds .
- parties on special occasions.

Our facilities offer attractive classrooms which are equipped and furnished for the pre-school aged child. To encourage large muscle development, the outdoor play area and Great Hall are equipped with age-appropriate balls, bikes, and climbing areas and have significant room to run and play.

Saint Luke Christian Day School  
Parent Handbook

**PROGRAM GUIDELINES**

- Children should be involved.
- Children learn through play.
- For the most part, the environment, not the child, should be structured.
- The school and parents must work together.

**GOALS**

- To help the child grow in independence with a positive self-concept.
- To help the child learn to give and share as well as receive affection—allowing the child to feel secure and loved in his/her environment.
- To help develop language skills (listening and speaking).
- To help develop an understanding of the environment around him/her (seasons, weather changes, holidays, etc...).
- To help the child develop self-control and to discover his/her uniqueness.
- To help the child develop small and large motor skills.
- To help the child understand object relationships and to develop an understanding of number concepts, shapes, sizes, and color.
- To help develop reading readiness and a love of books and reading.

**PARENT INVOLVEMENT**

The Christian Day School seeks to maintain positive, dynamic relationships with parents; we hope that you will take an interest in what is going on in our school. We schedule several events during the year in which parent involvement is encouraged.

Parent Volunteer Committee (PVC): All parents are welcome and encouraged to be part of this committee. There is no charge for membership. The committee will work on projects for the school including Pumpkin Patch, Truck Touch and Teacher Appreciation Week.

Parent-teacher conferences are scheduled annually. Parents may request conferences with teachers at any time.

Email is the primary means of communication between parents and the school. Please ensure the school has all your current contact information on file. If you go more than a month without receiving any email from your teacher or the school please contact us to update your email record. Please remember to add [saintlukekids.org](http://saintlukekids.org) and [saintluke.us](http://saintluke.us) as "trusted senders" in your email provider settings. Also, please regularly check our

Saint Luke Christian Day School  
Parent Handbook

web page ([www.saintlukekids.org](http://www.saintlukekids.org)) and our FaceBook page for school announcements.

**CURRICULUM**

Our school is Licensed by the Maryland State Department of Education Office of Childcare. We possess an additional state Approval certificate for our educational program. All teachers meet or exceed the requirements as set forth by the State of Maryland, and our curriculum meets voluntary curricular guidelines.

The Christian Day School's curriculum provides a wide variety of resources in the classrooms, library media, and developmentally appropriate activities in the five curriculum areas prescribed by the state: English language arts, mathematics, science, social sciences, and physical education.

In addition, art and music are a part of every curriculum area. The children have the opportunity to explore a host of creative materials. Art activities are available daily and a teacher-guided activity is regularly planned. A weekly music session for our three's and Pre-K classes is scheduled with Mrs. Pannebaker, the Music Resource Coordinator. The Pre-K classes have an opportunity to share songs with their parents at the Christmas Service and the Closing Worship Service.

Our staff strives to weave science activities into our seasonal teaching plans through hands-on materials, field trips, hikes and experiences in exploring the world around us. Our Science Coordinator, Mrs. Lanman, guides these explorations. A weekly science demonstration and discussion is provided to our Pre-K students; as is our "Scientist of the Week" program in concert with parents.

**HEARING AND SPEECH SCREENINGS**

The Christian Day School offers professional screenings at the school for an additional fee. We will give notice of the screenings ahead of time and a permission form will be required.

**PICTURES**

Individual and class pictures for our Pre-K classes are taken in the fall. The pictures are usually available in time for Christmas gift-giving. Individual and Class pictures of the two and three-year-olds are taken in the spring.

**BIRTHDAYS**

Birthdays are celebrated at snack time. We ask that the celebration be kept simple. Consult our snack guidelines at the back of this handbook.

Saint Luke Christian Day School  
Parent Handbook

Please consult your child's teacher regarding the specific snack, classroom allergies and preferred date, **prior to arranging your celebration** (state licensing requires menu items and changes be announced in advance). We strive to be inclusive in all activities.

Please do not:

- Distribute party invitations at school unless all children in the class are invited.
- Bring birthday treats containing ingredients to which classmates are allergic.
- Form party carpools on school grounds unless all classmates are included.

### **HIGHLIGHTS OF THE YEAR**

#### **TWO YEAR OLDS**

Class in the Christian Day School is usually a two-year-old's first experience in school. Our goal is to offer children a secure and warm environment and opportunities for social interaction. We provide new and creative activities for them to explore.

#### **THREE YEAR OLDS**

The three-year-olds have a variety of theme days coinciding with the curriculum which may include patriotic, holiday and animal themes. Other activities may include exposure to cultural and community experiences and the arts. "Fun Days" of various types are usually planned at the close of the year.

#### **PRE-K**

The Pre-K classes have several field trips or on-site visits which provide support to the curriculum in the areas of the arts, sciences and social studies. We look forward to trips that may include the nature center and a cultural performance venue.

In addition to the above, music is incorporated into our everyday activities. The children have a regularly scheduled music time with Mrs. Pannebaker. Our Science Resource Coordinator, Mrs. Lanman, helps prepare activities for the classroom science tables and special science events throughout the school year. Children's Chapel is held once a week. Our Physical Education Coordinator, Mrs. Horick, helps plan and equip classrooms for large motor activities, particularly during the winter months when outside play is less available.

Saint Luke Christian Day School  
Parent Handbook

**SCHOOL PROCEDURES**

- **ALWAYS escort your children to and from the classroom.** If someone else is to pick up your child, please let the teacher know *in writing*. **The teachers will not release a child to an unauthorized adult.** When in doubt, teachers will ask for photo ID. Please understand that while inconvenient at times, this policy is for your child's protection.
- **Sign in and out every day on the clipboard list located at your child's classroom.** Your affirmation of attendance is required by state regulation and we appreciate your cooperation in this area.
- **The school will not release your child to anyone for whom you have not provided written permission.** You must indicate in writing any changes to your authorized pick up list. Emails will suffice, if sent from your email address of record. Faxes and handwritten notes are also acceptable. Phone calls and other verbal releases in person or otherwise are not sufficient to allow release of your child to another adult. Please list all potential alternative pick up arrangements on your emergency forms in order to avoid inconvenience to you.
- **Enter and exit the church at the main entrance by the patio** facing Dale Drive. A security person is at that door and will answer the doorbell after 8:45 a.m. Please wait with your child and his/her siblings quietly in the hall by the classroom until the teacher opens the door. Remember that there are offices in the hall and that services may be underway in the Nave (Worship Center) or Chapel at any time.
- **If your child will be absent for any reason, please phone the office.** Please inform the office of the duration and reason for the absence (ie: vacation, will be out all week; stuffy nose, will be out today only.)
- **Follow parking lot directions...** ALWAYS WATCH FOR CHILDREN! Please leave the cross-hatched space and handicapped spaces vacant. Never travel the wrong way on the one-way driveway. The school is not the only ministry of the church and from time to time during special events we may ask parents to park in our alternate lot on Highland Drive. These occasions will be rare and we thank you for your cooperation.
- **Please be on time for arrival and pick-up.** Late arrival makes your child's transitions more difficult and results in missed activities. Late pick-up unnecessarily worries your child and is disrespectful of the teacher and her time. Of course we understand that emergencies and delays occur that are beyond your control. If there is an emergency or delay please call the CDS Office at 301-588-3866. One late pick-up is granted at no charge. However, after this grace period, any family whose child is left at school more than 10 minutes beyond dismissal is charged for this service (see the financial policies in this handbook) **NO EARLY DROP OFF IS PERMITTED** and teachers are prohibited by policy from accepting children earlier than the scheduled class start time, please don't put them in the uncomfortable position of saying no, by asking them to except the rule.



Saint Luke Christian Day School  
Parent Handbook

- **Late drop off and early pick up must occur in the school office.** If you arrive late (more than 15 minutes after class start time), or pick up your child early (even by a few minutes), arrival and dismissal MUST occur from the school office and your child signed in and out. Please allow enough time in your schedule for this process as there can be no exceptions. This is for the safety and accountability of all of the children we serve.
- **Please remember there is No Smoking** allowed on the Saint Luke campus.
- **We have outdoor play every day** (weather permitting). Please dress your child accordingly. Play clothes and shoes are most appropriate and safe for school. ALL OUTDOOR CLOTHING SHOULD BE MARKED WITH THE CHILD'S NAME. Open-toed sandals, thong sandals, crocs and flip flops, are strongly discouraged and unsafe. Your child may be excluded from activities if these types of footwear are worn to school.
- **Notify us immediately if there is a change in your contact or emergency information.**
- **Communications are provided primarily via email**, and also by occasional flyer home. It is each parent's responsibility to provide the school with reliable contact information, preferably an email address. Please read all school materials in order to stay up-to-date. Please remember to add [saintlukekids.org](http://saintlukekids.org) and [saintluke.us](http://saintluke.us) as "trusted senders" in your email provider settings. Also, please regularly check our web page ([www.saintlukekids.org](http://www.saintlukekids.org)) and our FaceBook page for school announcements.
- **Any third-party forms requiring teacher approval, remarks or signature (i.e. medical, educational, psychological, etc.) must first be submitted through the school office, accompanied by a stamped envelope addressed to the requesting organization or provider.** Please do not submit these forms directly to your classroom teacher.

Saint Luke Christian Day School  
Parent Handbook

**CHRISTIAN DAY SCHOOL TEACHERS AND STAFF 2016-2017**

**TWO-YEAR-OLDS:**

*MON/WED, RM 200*

Laurie Bruce

Kate McCaffrey

*TUE/THU, RM 200*

Laurie Bruce

Candace Olsson

*MON/WED, RM 103*

Candace Olsson

Mindy Gibbs

*TUE/THU, RM 103*

Karen Yep

Tierra McCaskill

*TUE/THU, RM 104/105*

Ashley Marchionini

Karen Riedlinger

**THREE YEAR OLDS:**

*MON/WED/FRI, RM 101/102*

Janet Dailey

Ashley Marchionini

*MON/WED/FRI, RM 104/105*

Karen Yep

Tierra McCaskill

*AND TUE/THU, RM 101/102*

Janet Dailey

Kate McCaffrey

**PRE-K:**

*MON -FRI RM 201/202*

Marty Milam

Amy Wakefield

Claire Pretzfelder

*MON/WED/FRI, LUTHER ROOM*

Betsy Hatcher

Claire Pretzfelder

*MON-THU, RM 204/205*

Athena Gaalswyk

Laura Heinle

**School-Wide Aides:**

Emily Horick, Barbara Lanman, Linda Pannebaker

**Chapel and Music Resource Coordinator:** Linda Pannebaker

**Science Coordinator:** Barbara Lanman

**Physical Education Coordinator:** Emily Horick

**Director, State Regulations and Compliance:** Candace Olsson

**Administrative Assistant:** Liz Garifo

**School Director:** Amy Zandarski-Pica

Saint Luke Christian Day School  
Parent Handbook

**BOARD OF DIRECTORS 2016-2017**

The school program is administered by a Board of Directors consisting of members approved by the Congregation Council.

Kenneth Webb, Chair

Martha Crisp

Laura Dillon, Secretary

Jenny Farrar

Megan Garnett

Laura Nichols, Treasurer

Ex-officio Members

The Rev. Connie A. Miller, Senior Pastor

Amy Zandarski-Pica, School Director

Ralph Watkins, President, Congregation Council

**POLICIES**

**FOOD-** The school reserves the right to prohibit particular food items in classrooms, packed lunches, or drinks, when it is determined they present a risk of allergic reaction to any of our students or staff.

**DISMISSAL/WITHDRAWAL-** The school reserves the right to request the withdrawal of any child for causes as determined by the Board of Directors of the School. (details pg. 11) Parents may request withdrawal in accordance with the school financial policies. (details pg. 12)

**PERSONAL ITEMS/TOYS-** The school is not responsible for toys or other personal items brought to the classroom.

**TOILET TRAINING-** Children entering the Three-Year-Old and Pre-K classes must be toilet trained before entering school. "Pull-ups" and cloth diapers are not allowed.

**ILLNESS-** If a child is sick with a fever, vomiting, or diarrhea he/she must be **symptom-free** for **24 hours** before returning to school. Parents will be called to take the child home if symptoms develop during the school session.

**ADMINISTRATION OF MEDICATION-** If a child has been prescribed daily medication or an EpiPen and/or a Fast-Acting Inhaler for asthma (such as Albuterol), the child's parent or guardian must accompany the child on a school-sponsored outing or field trip. If

Saint Luke Christian Day School  
Parent Handbook

the parent/guardian is not able to accompany the child on the outing or field trip, the child will not be permitted to go with the class. In this case, the child will be required to stay home from school on the day of the outing or field trip. All other medications must be administered by the parent before or after school. School staff is not authorized to administer medications except in the case of an allergic emergency or by prior arrangement at the time of enrollment.

**ALLERGIES-** Parents are required to inform the school in writing of any student allergies prior to enrollment or immediately upon diagnosis and submit an allergy response plan in consultation with their child's physician

**MEDICAL CONDITIONS-** Parents are required to notify the school immediately of any existing medical conditions or diagnoses, temporary or chronic, with regard to their enrolled child whether or not they feel it is relevant to their child's school experience.

**POLICY OF NONDISCRIMINATION-**Recognizing that we are all God's children, the Saint Luke Christian Day School admits students of any race, color, national and ethnic origin, religion or sexual orientation to all 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, religion or sexual orientation in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs. However, families must realize that the school is specifically and solely Christian in religious emphasis. Christian holidays and themes are the focus, often to the exclusion of those of other religious traditions.

**SNOW DAYS-**Saint Luke Christian Day School follows the Montgomery County School Closings for inclement weather.

**Please Read Carefully:**

- In the event of snow, please turn on your radio/TV and listen for the Montgomery County Public School announcements.
  - If Montgomery County Schools are closed, then our school will be closed.
  - If Montgomery County Schools announce a **LATE OPENING** (usually two-hours):
    - The Twos **will not meet**.
    - The Threes and Pre-K will begin **two hours late** and dismiss at their regularly scheduled time.
  - If Montgomery County announces an **EARLY CLOSING**, parents should pick up their children from Saint Luke immediately.

If snow is accumulating and school is open parents should always use their own discretion based on conditions in their own location and their own comfort level with

Saint Luke Christian Day School  
Parent Handbook

weather and traffic to choose to keep their children home, send them to school, or pick them up early.

**IN THE EVENT OF ANY EMERGENCY THAT NECESSITATES AN EARLY DISMISSAL, EVERY EFFORT WILL BE MADE TO NOTIFY YOU AS SOON AS POSSIBLE.**

**DISMISSAL POLICY**

Because Saint Luke Christian Day School strives to maintain its reputation for providing quality and concerned care to the children and families that it serves, and to provide consistently fair treatment for everyone (children, parents, staff members, and the administration) we reserve the right to request the withdrawal of any child for cause as determined by the Board of Directors of the Christian Day School.

**Circumstances under which a child may be asked to leave the program include but are not limited to:**

- The child requires full attention of one teacher for the conduct of the classroom activities and/or for the safety of other children.
- The child's relationship with other class members is detrimental to classroom management.
- The child is not able to assimilate into the program as defined at the discretion of the director. (i.e. continued separation anxiety, behavior problems, class size, program structure, etc.) and demonstrates that he/ she is not happy or that the program is not a positive experience.

**All efforts will be pursued to work with the child and his/her parents to bring about a successful and caring settlement of an unfavorable situation.**

- Staff members will document the problem or concern.
- The lead teacher will notify the director of the problem or concern.
- A possible solution to the problem or concern will be addressed and implemented.
- An initial consultation with the parent(s) will be scheduled by the lead teacher to discuss the problem or concern. The director may choose to be involved in this consultation.
- The teacher and/or director will enlist the help of the parent(s) in solving the problem or concern.
- All reasonable resources will be offered.
- A time for resolution of the problem or concern will be established.
- A follow-up consultation will be scheduled. The follow-up consultation will include the parent(s), lead teacher, and director.
- The plan established by the parents, teacher, and director will include specific target outcomes, a course of action, and a date when outcomes should be reached.

Saint Luke Christian Day School  
Parent Handbook

If targeted outcomes have not been met by the established date, and it is decided that the child cannot be successful within the program or that continuation in the program is not in the best interest of the child or class, the parents will be notified that the child will be dismissed from the program. Monthly tuition paid up to the date of dismissal is non-refundable, however, additional tuition payments will not be collected.

#### FINANCIAL POLICY

All tuition payments are received and processed directly by the school via a service called **Tuition Express (TE)**. TE effects the automatic withdrawal of funds for tuition. If you are enrolled in monthly automatic withdrawal, you are automatically enrolled in TE. You can get your TE account number from the school office and can use that number to log in to your account on line at [www.tuitionexpress.com](http://www.tuitionexpress.com)

All payments are due on the due date (the 1st of the month). **If payments are not received by the date due, a late fee of \$30.00 is assessed.** (Automatic withdrawal occurs on the business day closest to the first of the month) All families are responsible for meeting their tuition obligation to Saint Luke Christian Day School on a timely basis. Should you have difficulty in meeting your tuition obligation, it is ***your responsibility to proactively notify the School Director*** to discuss the possibility of an alternate payment schedule.

The school will assess a \$30.00 fee for all returned checks made payable to the school.

The school will assess a \$25.00 fee for every 30 minutes, or portions thereof, beyond 10 minutes past dismissal time a child is left in our care.

Any family whose account falls 90 days past due and has been unwilling to proactively make alternative arrangements mutually agreeable with the school, will have their student's records held and may be subject to financial suspension. All student accounts must be paid in full for the first semester by December 5th and the second semester by April 5th to avoid possible Financial Suspension. If Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are current.

Accounts in arrears after the close of the school year may be referred to a collections agency. Any such referral may result in a negative impact on your credit report.

Saint Luke Christian Day School  
Parent Handbook

All scholarships and tuition discounts are contingent upon timely payment. Accounts more than 30 days in arrears forfeit these privileges for the remainder of the school year.

Contracts for enrollment are contingent upon timely payment. Contracts will not be offered, and class space will not be reserved for families whose accounts are in arrears more than 30 days.

**Tuition Collection**

Tuition is collected in 9 installments, August through April.

One installment of the annual tuition is due upon confirmation of acceptance into our program. This advance tuition deposit is credited toward the April (last) tuition payment. THE ADVANCE TUITION DEPOSIT IS NON-REFUNDABLE. Due to our need to accurately budget for the school year and to be fair to all parents and students there can be **no exceptions** to this rule.

**PARENTS/GUARDIANS OF CHILDREN ENROLLED ARE FINANCIALLY RESPONSIBLE FOR THE ENTIRE SCHOOL YEAR FROM THE DATE OF ENROLLMENT.** If a child is unable to complete the school year, tuition must be paid unless the vacancy is filled. The Christian Day School uses a third party contractor, Tuition Express to collect tuition payments by automatic withdrawal from a checking/savings account.

NO ADJUSTMENTS OF FEES CAN BE MADE BY THE SCHOOL FOR ABSENCES, WITHDRAWALS OR DISMISSALS.

DO NOT SUBMIT TUITION PAYMENT TO YOUR CLASSROOM TEACHER.

**SCHOLARSHIPS**

Scholarships are available on the basis of need upon application with Private School Aid Services, contracted by the school to provide need assessment. This fund is supported throughout the year by gifts and fundraising. Contributions are always welcome and greatly appreciated.

Saint Luke Christian Day School  
Parent Handbook

2016-2017 School Calendar

<b>2016</b>		
1 Sep	Thu	3:00 p.m.-6:00 p.m. Back To School Open House
2 Sep	Fri	No School (CDS Office Open 8:30-Noon)
5 Sep	Mon	No School-Labor Day (CDS Office Closed)
6 Sep	Tue	First day of school for 4- & 5-day Pre-K; 2-day 3's; T/Th 2's
7 Sep	Wed	First day of school for 3-day Pre-K; 3-day 3's; and M/W 2's
7 Oct	Fri	No School-Teacher In-Service/Training
10 Oct	Mon	No School-Columbus Day (CDS Office Closed)
8 Nov	Tue	No School-Election Day (CDS Office Closed)
11 Nov	Fri	No School-Veterans Day (CDS Office Closed)
23-25 Nov	Wed-Fri	No School-Thanksgiving Holiday (CDS Office Closed)
19 Dec	Mon	Last Day M/W 2's and M/W/F 3's
20 Dec	Tue	Last Day T/Th 2's and 3's
21 Dec	Wed	Pre-K Closing Worship and reception NO CLASSES
22 Dec - 2 Jan		No School-Christmas Break (CDS Office Closed)
<b>2017</b>		
3 Jan	Tue	School Resumes
13 Jan	Fri	No School for students-Parent Teacher conferences
16 Jan	Mon	No School-Martin Luther King Jr. Day (CDS Office Closed)
20 Feb	Mon	No School-Presidents' Day (CDS Office Closed)
7-17 Apr		No School-Holy Week, Easter Break (CDS Office Closed)
18 Apr	Tue	School Resumes
24 May	Wed	Last day of school for M/W 2's and M/W/F 3's
25 May	Thu	Last day of school for T/Th 2's and 3's
26 May	Fri	Pre-K Closing Program and reception NO CLASSES
29 May	Mon	Memorial Day (CDS Office Closed)



## Saint Luke Christian Day School Parent Handbook

Saint Luke Christian Day School  
School Office: 301-588-3866  
Church Office: 301-588-4363  
Fax: 301-588-2156  
[cds@saintlukekids.org](mailto:cds@saintlukekids.org)  
[www.saintlukekids.org](http://www.saintlukekids.org)

Websites/Links/Emails

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

[www.saintluke.us](http://www.saintluke.us)

Office Staff

[cds@saintlukekids.org](mailto:cds@saintlukekids.org)

Amy Zandarski-Pica, School Director  
[azandarski-pica@saintlukekids.org](mailto:azandarski-pica@saintlukekids.org)

Liz Garifo, Administrative Assistant  
[lgarifo@saintlukekids.org](mailto:lgarifo@saintlukekids.org)

Candace Olsson, Director, State Regulations and Compliance, Lead Teacher  
[colsson@saintlukekids.org](mailto:colsson@saintlukekids.org)

Athena Gaalswyk, Lead Teacher  
[agaalswyk@saintlukekids.org](mailto:agaalswyk@saintlukekids.org)

Marty Milam, Lead Teacher  
[mmilam@saintlukekids.org](mailto:mmilam@saintlukekids.org)

Betsy Hatcher, Lead Teacher  
[bhatcher@saintlukekids.org](mailto:bhatcher@saintlukekids.org)

Karen Yep, Lead Teacher  
[kyep@saintlukekids.org](mailto:kyep@saintlukekids.org)

Janet Dailey, Lead Teacher  
[jdailey@saintlukekids.org](mailto:jdailey@saintlukekids.org)

Laurie Bruce, Lead Teacher  
[lbruce@saintlukekids.org](mailto:lbruce@saintlukekids.org)

Ashley Marchionini, Lead Teacher  
[amarchionini@saintlukekids.org](mailto:amarchionini@saintlukekids.org)

## Saint Luke Christian Day School Snack and Treat Guidelines

*The following guidelines will help keep our menus at Saint Luke balanced, healthy and fun. Thank you for your cooperation. Suggested treats for the occasions mentioned in these guidelines are on the reverse.*

- Treats and snacks in classrooms where allergies are a concern will be managed directly by the teacher. Guidelines in this regard, provided by the teacher, will take precedence over any other guidance in this handout.
- Birthday treats are welcome. Please notify your child's teacher at least one day in advance what type of treat you will be bringing (State licensing requires advance menu notice)
- Menus for class parties will include 1 treat, 1 fruit and 1 drink and parents will be asked prior to the party date to sign up to help provide these items.
- Sweet treats on other occasions are strongly discouraged, although healthy snacks for various classroom themes and special occasions are welcome and fun!
- Please no goody bags to be handed out at school. If you have a small gift for students like a sticker or pencil, please give them directly to parents in the hallway or directly to the teacher. Please do not hand them out to the children while at school.
- Treats and snacks prepared at home or purchased elsewhere are equally welcome, but please NO CANDY.

*Please see the reverse of this page for great suggestions from our staff and parents on classroom treats and snacks.*

## Treat and Snack Suggestions

*From our staff and parents, these are usually our biggest “hits.” 😊*

- Children LOVE party napkins. This is an easy way to make any snack a treat!
- Anything small and manageable. Think two-bites such as:
  - Donut holes
  - Mini-muffins or mini-cupcakes
  - Oreos or other small cookies
  - Small brownies
- Fun fruits:
  - Raisins
  - Peeled and segmented seedless oranges
  - Fruit kebabs (grapes and cubed fruits on skewers)
- Other fun ideas:
  - Cheese cubes or string cheese
  - Trail mix: cereal, pretzels and goldfish with mini marshmallows, m & m’s or chocolate chips thrown in.

*\*Have a great idea of your own? Please share it so we can add it to the list!*

Elaborate birthday treats with lots of frosting are always exciting, but many children eat only two bites or even just lick some of the frosting, and throw the rest away. You are welcome to bring these treats for birthdays but might consider this fact in doing so.