



PARENT HANDBOOK



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.

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Welcome to Saint Luke Christian Day School

A Word From The Director

Welcome to Saint Luke Christian Day School! As a School Director, I am thrilled to embark on this journey with you and your child. We provide a safe, developmentally appropriate environment that fosters holistic growth, rooted in values celebrating diversity, family partnerships, and a love for learning. Expect a focus on the whole child through play-based learning, a commitment to diversity and inclusion, strong family engagement, and prioritization of safety and well-being. Our dedicated educators strive for professional excellence to deliver the best educational experiences. Feel free to reach out with any questions or ideas. Welcome once again to our vibrant school community!

Mrs. Tracy-Ann Kingcade

From The Senior Pastor

Welcome to Saint Luke! This community of faith is multi-faceted, with an in-person and online congregation, a Christian Day School, a Conference and Retreat Center called Hallowood, (located 45 minutes north of Silver Spring), and an outreach accompanying our siblings from Central America, with worship and activities in the Spanish language.

Welcome, Bienvenidos, to the Christian Day School! We are showered with God's blessings and 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 gifts of life in a loving, Christian environment. In addition to activities emphasizing the basics of the Christian faith, Saint Luke's curriculum is reinforced by chapel each week, led by Chapel and Music Coordinator, Mrs. Pannebaker, and I, too, am privileged to lead chapel on various occasions – a true blessing!

At Saint Luke you are invited to participate in all aspects of this multi-faceted outreach. I look forward to getting to know you and celebrating our time together.

Thank you for being part of the Christian Day School!

Pastor Connie A. Miller

History

Saint Luke Lutheran Church received a license to administer a nursery school in 1957 and the Congregation Council authorized the establishment of a weekday Christian nursery program as an educational ministry to the community. Twenty-one students received instruction in that inaugural year. The school has operated continuously since 1957, and has operated a Maryland State Department of Education approved pre-kindergarten program since 1994. We have gradually expanded enrollment capacity to more than 150 children per year. As a partner in the community for more than 60 years, we are proud to have served the second and third generations of some Silver Spring families.

Mission Statement

Saint Luke Christian Day School, guided by faith in God and Jesus Christ, provides a safe, inclusive environment for children aged two to five. Our experienced team offers programs that embrace cultural and developmental diversity, promoting language, social, emotional, physical, and cognitive growth.

We build children's self-esteem and encourage exploration through tailored activities and strong parent partnerships. Recognizing the impact of early experiences and God's love, we offer a Christian-focused, balanced program where children learn life skills in a loving environment. Our commitment extends to exceeding state requirements and supporting our educators, families, and community.

Vision

Saint Luke Christian Day School aspires to lead our communities by fostering a diverse and inclusive environment. We celebrate differences and promote positive attitudes towards diversity, welcoming everyone regardless of race, ethnicity, religion, gender, or ability. We prioritize accommodations for individuals with disabilities and special healthcare needs. We actively engage with children, parents, and organizations to create an inclusive environment that benefits all, encouraging friendships, acceptance, and appreciation for diversity. Our curriculum, activities, and materials reflect community diversity and support all children's inclusion. Our teachers discourage stereotypes and promote diverse play. We provide meaningful learning experiences tailored to each child's unique learning style, celebrating individual differences.

Educational Philosophy

Saint Luke Christian Day School fosters positive social skills through purposeful play in a protective, educational, and nurturing environment. Recognizing that 90% of brain development occurs before age five, we focus on these crucial years to lay the groundwork for lifelong learning and social-emotional growth.

We emphasize holistic development with uninterrupted play in diverse, thoughtfully designed areas that reflect our learners' backgrounds and languages. Our teachers facilitate child-led explorations and continuously assess developmental milestones to ensure a smooth transition to kindergarten.

Valuing the entire family unit, we embrace diversity and foster acceptance. We collaborate with families, offering expertise to create a strong foundation for ongoing learning and personal growth.

Two-Year-Old Curriculum

The two-year-old curriculum delves deeper into each monthly theme, capitalizing on the growing attention span and independence of these young learners. This phase introduces concepts like letters, numbers, self-help skills, social-emotional learning, and fine motor development.

Preschool Curriculum

The preschool curriculum utilizes monthly teaching guides that cover all aspects of development. Each month's study includes specific focuses on math, writing, science, physical development, social studies, language and literacy, and social-emotional growth. Each new skill introduced builds upon the foundation of skills from previous units. Classrooms are structured into learning areas that spark purposeful play and skill development through engaging provocations. Ongoing assessments are integral to the curriculum, ensuring a well-rounded approach to teaching and preparing each child to progress towards the next developmental milestone.

Pre-K Curriculum

The pre-kindergarten curriculum also employs monthly teaching guides to enrich learning across all developmental domains. Pre-K classes feature various on-site field trips and visits that complement the curriculum, exploring themes in the arts, sciences, and social studies. An exciting year-end trip to the nature center awaits, providing hands-on learning experiences. Children undergo assessments to confirm readiness for kindergarten, ensuring they possess the necessary skills for a successful transition.

Saint Luke Christian Day School follows a curriculum that focuses on play-based learning. We use the Maryland Early Learning Standards and Healthy Beginnings to guide our lesson planning process.

Classroom Learning Materials

Saint Luke Christian Day School prioritizes selecting classroom materials and toys that align with children's developmental levels, interests, cultural background, and primary languages, as

well as information from IEP's and IFSP's provided by families. This selection process supports the school's educational philosophy, learning domains, the National Early Childhood Program Accreditation (NECPA) accreditation guidelines, and the Environmental Rating Scales (ERS) standards.

The school creates environments that reflect children's interests and cultural diversity, providing real-world experiences and rotating materials based on monthly studies, seasons, and children's interests. Worn materials are replaced as needed, and environments are periodically rearranged to keep play spaces fresh and engaging.

Saint Luke Christian Day School fosters imagination, creativity, cooperation, and active learning through accessible and diverse materials stored in open containers and child-sized furniture at children's eye level. Materials are infused into the classroom experience to cater to all ranges of development, promoting independence, confidence, and initiative among children of all abilities.

Lesson Plans

Our teachers develop lesson plans tailored to the interests, skills, and abilities of the children in their classrooms. These plans are crafted based on daily classroom observations, assessments, and insights from Individualized Education Program (IEPs) and Individualized Family Service Plan (IFSPs) provided by families. Each lesson plan is designed to support learning across seven key domains: personal and social development, language and literacy, mathematical thinking, scientific thinking, cognitive development, social studies, the arts, and physical development & health.

To address diverse learning styles (Auditory/Visual/Kinesthetic), teachers create play-based activities and experiences implemented in various ways. They also consider different settings for these activities, including Large Group, Small Group, and Individual sessions. Individual planning allows teachers to tailor learning experiences to specific areas where a child may need extra support, taking into account the unique needs of families and children supported by Individualized Family Service Plan (IFSP's) or Individualized Education Program (IEP's).

All lesson plans undergo review and approval by the School Director before implementation, ensuring comprehensive and developmentally appropriate learning experiences in each classroom. This structured approach enables teachers to focus on educating children, assessing development, incorporating fun, and catering to individual interests effectively.

Saint Luke Christian Day School believes in an education that respects children's families, communities, and diverse backgrounds. We strive to meet children's developmental, cultural, linguistic, and educational needs by creating culturally competent lessons informed by families, reinforcing primary languages, cultural backgrounds, traditions, and honoring all family units.

Assessments

Saint Luke Christian Day School employs a comprehensive approach to assess the learning and development of all children, utilizing both formal and informal methods. These assessments are integral to improving teaching practices and enhancing program quality. Teachers at Saint Luke Christian Day School receive formal training on collecting meaningful and culturally sensitive assessment data, which informs curriculum planning and individualized learning strategies tailored to each child's strengths and areas for growth.

Formal assessments are conducted in a familiar classroom setting, either individually or in groups, allowing teachers to continually evaluate emerging skills across various learning domains such as fine arts, language and literacy, mathematical thinking, scientific thinking, social studies, physical well-being, and motor development. These assessments are documented and accompany the child throughout their time at the school.

Informal assessments, including checklists, work samples, and observational notes, are conducted daily to align with curriculum goals and provide a comprehensive view of each student's progress. This information is stored confidentially in portfolios and shared with families to facilitate ongoing communication about their child's development. Additionally, informal assessments guide program improvements and support referrals for specialized services if needed.

Saint Luke Christian Day School values open communication with families and conducts formal family-teacher conferences twice a year to discuss assessment results, progress, achievements, and challenges. These conferences provide an opportunity for families to raise questions or concerns, ensuring that assessment methods align with their child's needs and family values. The school also encourages families to share home observations to inform further learning activities. Communication with families is sensitive to their values, culture, identity, and primary languages, with provisions made for translators in dual language households to facilitate meaningful conversations.

Transitions/Support Services Plans

Before admission, families are invited to tour Saint Luke Christian Day School and meet with school administrators and teachers. This helps families understand the school's culture and the importance of a strong school-family connection. Families are encouraged to discuss the transition with their children to help them feel comfortable and at ease. Collaboration between families and teachers is encouraged, especially in sharing information about home experiences, schedules, preferences, and any support services like Individualized Family Service Plan (IFSP's) or Individualized Education Program (IEP's) for children with disabilities and special healthcare needs.

Upon acceptance, families receive a welcome packet containing school information and

expectations. They are also invited to join the Parent Partnership Program Committee (PPPC), a collaborative committee of families, directors, and teachers dedicated to maintaining and improving school quality.

As children progress, Saint Luke Christian Day School plans their transition to the next classroom based on developmental readiness, age, and availability. Articulation meetings between current and upcoming teachers occur to share developmental milestones, assessments, observations, and preferences. Individualized Family Service Plan (IFSP's) or Individualized Education Program (IEP's) and any special services are also discussed to ensure a seamless transition, with families included in the process through meetings with the new teacher to address expectations and milestones.

Preparing children for successful entry into kindergarten is a primary goal. Families receive their child's classroom portfolio with developmental milestones, work samples, and assessments. The school works with families and local schools to ensure a successful transition, maintaining privacy and sharing information only with permission.

Saint Luke Christian Day School embraces diversity and accommodates children with special needs, engaging with families and outside resources for meaningful friendships and lifelong learning. Prior to a child's transition, directors and teachers review their history and support plans to determine if additional training is needed.

IFSP (Individual Family Services Plan) Outcomes & Objectives	IEP (Individual Education Program) Goals & Objectives
<i>A written plan for providing Early Intervention services to an eligible child and family.</i>	<i>A written plan for providing Special Education and related services to a child with a disability covered under the IDEA.</i>
(Birth through 2 years of age)	(Age 3 through 21 years of age)

Guiding Children's Behavior

Saint Luke Christian Day School prioritizes creating a caring, supportive, and structured environment that promotes autonomy among teachers, students and families. Children are encouraged to contribute to establishing classroom expectations when developmentally appropriate, fostering self-regulation and healthy decision-making.

The school emphasizes building respectful behaviors through clear classroom expectations and supportive strategies, including verbal and visual cues. Saint Luke Christian Day School strictly prohibits the use of physical punishment, psychological coercion, or abuse when managing behavior, promoting a positive and nurturing environment. While external regulators like sticker charts or prizes are generally discouraged, individual accommodations may be considered based on recommendations from specialists. In situations where behaviors deviate from classroom expectations and safety is compromised, teachers employ redirection, reflection, problem-solving, or offer choices such as utilizing a designated safe place for self-regulation.

The school values a collaborative partnership between school and family, ensuring open communication and addressing persistent behavioral concerns through conferences or formal discussions to create tailored plans for managing behaviors successfully. Saint Luke Christian Day School prioritizes education and training for team members in positive behavior practices and children's social-emotional development. Team members receive comprehensive written policies and practices during on boarding and ongoing training to support global citizenship and a positive learning environment. The school adheres to federal and state civil rights laws, upholding a commitment to non-discrimination based on race, ethnicity, religion, gender, age, national origin, marital status, sexual orientation, gender identity, or disability. Saint Luke Christian Day School also prohibits any retaliatory actions against students or parents who raise complaints regarding discrimination, ensuring a fair and inclusive educational experience for all.

Expected Behaviors

Things kids do or say that other kids think are **friendly, helpful, and respectful** to others.



Unexpected Behaviors

Things kids do or say that other kids think are **not friendly, hurtful, unusual, and disrespectful** to others.



Discipline Policy

Saint Luke Christian Day School believes that children's feelings about themselves and their self-worth are influenced by adults' expectations, attitudes, and feelings toward them. Our teachers create a caring, supportive, and structured environment that allows children some responsibility for the daily program within established boundaries for acceptable and unacceptable social behavior.

We employ Conscious Discipline principles, empowering children to find solutions, feel empowered, and take accountability for their actions. Both teachers and children respond thoughtfully rather than reacting impulsively to life events.

Classroom policies regarding behavior are tailored to be developmentally appropriate for each age group. Children who may struggle to meet classroom behavioral objectives are encouraged to achieve as many as possible with continuous support and encouragement from teachers. Our goal is to reinforce positive behavior through positive reinforcement. Teachers use positive language to guide children, focusing on what they may do rather than what they may not do. For example, phrases like "We run outside" or "We sit on chairs" are used. Negative behaviors are noted and discouraged using various techniques suited to the child's developmental and social needs. These techniques may include redirection, temporary removal from an activity area to a safe place for self-regulation, implementation of natural or prearranged consequences, and in rare cases, referral to the Director's office. Parents will be informed at all times of any behaviors that persist or are detrimental to the child or group. Parents and staff may initiate

conferences at any time to discuss concerns. Parents should view these conferences as opportunities for caring and supportive dialogue.

This School philosophy on discipline is one of guidance. It is not one of punishment or physical force. Physical discipline is immediate reason for instant dismissal of any teacher or staff. Absolutely no Corporal Punishment will be given at Saint Luke Christian Day School.

Reflection

We encourage children to reflect on their actions and emotions, helping them understand the impact of their behavior on themselves and others. Example: After a conflict with a peer, a teacher may guide the child to reflect by asking questions like, "How do you think your friend felt when you took their toy?" or "What could you do differently next time to solve this problem peacefully?"

Problem-Solving

Execution: We teach children problem-solving skills to find constructive solutions to conflicts or challenges they encounter. Example: During a disagreement over sharing toys, a teacher facilitates problem-solving by encouraging children to brainstorm solutions together, such as taking turns or finding a compromise. These practices are integrated into daily interactions and activities, fostering a culture of self-awareness, empathy, and constructive problem-solving among children.

Inclusion of All Children

Saint Luke Christian Day School envisions being leaders within our communities by embracing diversity and fostering positive attitudes towards differences and similarities among individuals. Our goal is to reflect the broader community we serve and ensure that our programs welcome children, families, and staff without any discrimination based on race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

We are committed to providing necessary accommodations for individuals with disabilities and special health care needs for children with all abilities. This includes addressing developmental delays associated with birth defects, genetic disorders, and hearing loss, requiring early intervention from specialists such as speech or physical therapists. Additionally, we support individuals with special health care needs, encompassing a range of physical, developmental, mental, sensory, behavioral, cognitive, or emotional conditions that necessitate medical management, health care intervention, or specialized services and programs.

Our approach involves active engagement with children, parents, and external organizations as appropriate, ensuring that everyone feels included and supported in our community.

Saint Luke Christian Day School, strongly believes that fostering a diverse and inclusive environment is beneficial for all children, including those with special needs. Such an environment encourages meaningful friendships, nurtures an appreciation for individual differences, and promotes acceptance across the board. We offer inclusivity for children two to five years old; we aim to cultivate understanding, acceptance, and respect for diversity, laying a solid foundation for children's future social interactions in an inclusive society.

To effectively address the specific needs of children with disabilities and health care requirements, our curriculum, activities, books, materials, and environment are designed to reflect the diversity of our students, families, and the broader community. We strive to adapt these elements wherever possible to ensure the inclusion of all children in our daily routines and activities. Our dedicated teachers and staff actively discourage stereotypes related to gender, culture, background, or ability by promoting non-stereotypical play and using resources and classroom images that reflect diverse perspectives.

Saint Luke Christian Day School's goal is to provide meaningful learning experiences tailored to each child's unique learning style and abilities, recognizing and embracing variations in how children learn best.

Policies and Practices

Health and Safety Policy

Saint Luke Christian Day School prioritizes the nutrition and overall health of both its children and staff, aiming to safeguard them from illness. Following the World Health Organization's definition of health as encompassing physical, oral, mental, and social well-being, we strive to create a nurturing environment that promotes holistic wellness.

While we encourage healthy risk-taking as part of the learning process, we also take proactive measures to shield our children from hazardous practices and environments that may lead to adverse consequences. This balanced approach ensures a safe and conducive setting for optimal growth and development.

Health Records

Saint Luke Christian Day School complies with state licensing regulations by maintaining current health records for each child. These records demonstrate that the child is up-to-date with routine screenings and immunizations according to the recommended schedule. Legal guardians must provide evidence of an appointment for overdue health services before the child's enrollment and as a condition of remaining enrolled, unless exempted due to religious reasons.

Health Records Include:

Results of health examinations on state-approved forms

Up-to-date immunizations and screenings, unless there are documented family beliefs conflicting with them
Current emergency information

Instructions for special needs Sunscreen Permission Form

Saint Luke Christian Day School will promptly contact families and exclude any under-immunized child if a vaccine- preventable disease occurs in the program.

Confidentiality of Health Records

The content of each child's health and safety file is confidential but can be accessed upon request by teaching staff with consent from legal guardians or regulatory authorities.

Illness

Saint Luke Christian Day School follows strict health guidelines to maintain a healthy environment. Parents are encouraged to keep their children home when necessary to limit exposure. Hand-washing is enforced before and after meal times, during classroom activities, and after diapering or toileting.

Communicable Disease Policy

Saint Luke Christian Day School requires families to adhere to an illness policy at registration. Information on communicable diseases diagnosed in the school, as required by state regulations, may differ slightly from the school's illness policy. In case of discrepancy, the school's policy takes precedence.

Signs of Illness

Children showing signs of illness, including diarrhea, vomiting, fever of 101 degrees or higher, need to be symptom-free for at least 24-hours before returning to school. Skin rashes (excluding localized diaper rash), head lice, suspected communicable diseases, or unexplained pain, must be picked up within an hour and kept home until symptom-free for 4 hours, unless cleared by a physician.

Response to Illness at School

Ill children are isolated in the main office to prevent the spread of illness, and parents or authorized individuals are notified for immediate pickup. In case of serious illness or injury requiring medical attention, an ambulance may be called, and parents are notified to meet the

ambulance at the closest emergency room with the child's medical file. Children must meet specific criteria before returning to school, including being symptom-free without medication for 4 hours or completing antibiotic treatment for 4 hours if required prior to returning to the school. Saint Luke Christian Day School mandates a doctor's written statement confirming that the child is no longer contagious and releasing them from care for all communicable diseases or illnesses resulting in the child's absence for two or more consecutive days.

In cases of non-contagious infections, illnesses, or complaints (e.g., ear infections, teething), the child may return to care without the 4-hour waiting period only if they are fever-free, have received a doctor's diagnosis, and are accompanied by a doctor's written statement declaring their ability to fully participate in scheduled school activities.

CPR and First Aid Training

Saint Luke Christian Day School's staff members all have current certifications demonstrating satisfactory completion of First Aid and CPR training as per state regulations. A comprehensive list of trained personnel is displayed in the food preparation area of each classroom.

Diapering Procedures

Saint Luke Christian Day School is equipped with facilities to change diapers and soiled clothes in a safe and hygienic manner. Teachers conduct diaper checks every two hours while children are awake, changing soiled diapers in designated areas whenever necessary. Wet or soiled diapers are also changed promptly throughout the day. Diapering procedures are clearly posted in designated areas, and parents provide diapers, wipes, and extra clothes as needed. Children are changed on changing tables with teacher's hand always on the child. Diaper bins have hands-free lids for tight closure. Each classroom with a diaper table is furnished with a table exclusively for that classroom's use. Cloth diapers for children have an absorbent inner lining within a waterproof outer covering, changed as a unit, sealed in a parent-provided container, and sent home for laundering.

Hand-washing

Saint Luke Christian Day School maintains consistent hand-washing practices, teaching children as needed. Hand-washing is done upon arrival, after diapering or using the toilet, after handling body fluids, before and after meals and snacks, before food preparation, before and after administering medications, after handling garbage or cleaning, after playing in sensory materials, after handling animals, and when transitioning between classrooms. Proper hand-washing includes using liquid soap, running water, vigorous rubbing for at least 20 seconds, thorough rinsing, drying with paper towels, and avoiding faucet contact with washed hands.

Medication

To ensure child safety, Saint Luke Christian Day School only administers properly dated and labeled medications. Requirements for medication include:

- Prescription must be prescribed in the child's name
- Original container with prescription label
- prescription dated for the specific illness, with dosage, frequency, and expiration date listed
- Proper measuring tool provided
- Completed medication authorization form for each medication and illness
- Initial dose administered at home hours prior to school administration
- Over-the-counter medications given per labeled instructions or as authorized by a physician in writing
- Medications kept in a locked container, with refrigerated medications in a locked refrigerator container
- Only trained staff administer medications
- Medication authorization procedures may vary based on state childcare licensing regulations. Saint Luke Christian Day School provides specific training for staff authorized to administer medications.



Child Abuse and Neglect Policies and Procedure

Saint Luke Christian Day School, prioritizes creating a safe and nurturing environment for children to learn and thrive in a fun and relaxed atmosphere. Our staff members are mandated reporters, meaning they are legally obligated to report any suspicions of physical, emotional, or sexual child abuse or neglect to law enforcement or social services. Failure to report, as outlined by state child care licensing regulations, can result in legal consequences. It is also illegal for anyone to obstruct an individual's effort to report child abuse or neglect. Rest assured that the safety and well-being of your child are paramount to the management and teachers at Saint Luke Christian Day School.

Cleaning Policy

Saint Luke Christian Day School uses cleaning products for sanitizing purposes throughout the school to maintain a germ-free environment. Each classroom is equipped with soap and water spray bottles, along with state-approved disinfecting and sanitizing agents in spray bottles. The school adheres to the cleaning, disinfecting, and sanitizing guidelines recommended by the National Association for the Education of Young Children (NAEYC), following their "Cleaning, Sanitizing, and Disinfecting Frequency Table." This ensures our cleaning procedures align with industry standards for a healthy and hygienic environment.



Nutrition Policy

Snacks and Meals

Saint Luke Christian Day School prioritizes good nutrition for children's physical and mental development. Our snack menu complies with state and FDA guidelines to ensure a well-rounded diet. Parents provide balanced, nutritious lunches, mindful of dietary needs and allergies. We monitor and record daily consumption for children up to age five, offering feedback and support to promote healthy eating habits.

Foods we recommend that parents pack for lunch:

- Fruits
- Vegetables
- Lean meats
- High fiber, whole grain foods

Please keep to a minimum:

- High sugar snacks
- Processed foods
- Foods that are high in fats, sugar and salt

Please avoid sending:

- Candy
- Gum
- Energy drinks

Saint Luke Christian Day School's mealtimes gives us opportunities for meaningful conversations and social interaction. Our teachers actively participate by eating with the children, modeling good table manners, and encouraging healthy nutritional habits. We promote trying new foods and taking responsibility for cleanup, ensuring meals are never withheld as punishment.

Afternoon snacks are provided daily, with precise times posted in each classroom's schedule. Menus are displayed on the family information board in the main hallway. All food and drink items must be labeled with your child's first and last name and the full date (month, day, year). Parents typically use permanent markers, sticky labels, or printed name labels with the date added daily.

We are attentive to food allergies, maintaining a private list for each classroom. Parents provide lunch, while we supply water refills. Labeled lunch bags/boxes should be placed on the proper cart upon arrival, with perishable items stored in the office refrigerator—no ice packs needed. If a child has a milk allergy, a doctor's note explaining the allergy must be kept in the child's file.

Birthdays and Celebrations

Saint Luke Christian Day School welcomes store-bought treats for birthdays and holidays, but homemade treats are not permitted due to allergies. Please choose nutritious, nut-free options. Inform the teachers beforehand and provide enough treats for each child in the class. Contact the school director for the accurate headcount and allergy information. Discuss your plans with the school director and classroom teachers in advance to ensure a smooth celebration.

Parking

Parents and visitors are allowed to park in designated areas only. If no specific parking areas are marked, **please refrain from parking in fire lanes or any handicap spaces.** It is crucial not to leave children unattended in vehicles or leave your vehicle running unattended during drop-off

or pick-up times. Doing so is not only against the law but also poses a serious safety risk. In the event of such incidents, authorities will be notified promptly.

Arrival Procedures

Saint Luke Christian Day School, parents, legal guardians, or authorized individuals over eighteen must accompany children into the building and sign in using the iPad located in the school office. After signing in, parents and children must wash their hands and proceed to the designated drop-off location. For safety, please prevent your child from running in the hallways and personally escort them to the classroom teacher. This is a great time to communicate any important information about the previous evening or morning. Our teachers are ready to ensure a smooth transition. We recommend arriving before 9 a.m. to benefit fully from the planned curriculum. If you anticipate a late drop-off, please inform the school administration.

Departure Procedures and Release of Children

Children will only be released to individuals authorized on the child's emergency card or with proper documentation from the legal parent or guardian. Teachers and school administration will request identification from any unfamiliar person entering the building. When picking up your child from the playground, please scan the QR code your teacher will provide to you for sign-out. For pickups inside the school, use the same iPad used in the school office you used for sign-in. Unauthorized pickups require written documentation from the parent, along with presenting identification for photocopying and retention in the school's log. Legal custody or visitation documents must also be submitted. If a parent or authorized person appears intoxicated or under the influence during pick-up, steps will be taken to prevent them from leaving with the child, including contacting another contact person or local authorities if needed. Safety procedures for arrival apply to departure as well.

Supervision

Saint Luke Christian Day School ensures the safety and well-being of the children under our care are paramount. We maintain a constant commitment to ensuring children are supervised at all times. Our staff actively observe children's play, anticipate potential developments, identify risks to minimize injury, provide assistance when needed, and intervene as necessary. Effective supervision involves careful planning of the environment, resources, play experiences, routines, and staff movements.

Non-Smoking, Vaping, Drugs, Weapons Campus

Smoking, vaping, drugs, and weapons are strictly prohibited on all Saint Luke Christian Day School premises, including all church areas as well. It is not permitted in the presence or within sight of children at any time. This policy aims to prevent potential health risks, particularly for children with allergies or asthma.

Accident or Injury Procedures

In the event of a child's injury, the teacher ensures the area's safety before conducting a visual assessment of the injury's location and severity. Basic first aid is administered by the trained teacher in the classroom. After initial treatment, the teacher completes an accident report reviewed and signed by school administration, provided to parents on the same day. Parents sign the report, receiving a copy for their records and one placed in the child's file. Specific protocols guide how injuries are handled, with the school director promptly notified. Depending on severity, outside medical services may be contacted, and parents informed. Immediate notification to parents includes injuries above the neck, with broken skin, or from a child bite. School administration notifies state licensing within 24 hours if medical treatment is needed or if a child is hospitalized under school care.

Outdoor Play and Inclement Weather

At Saint Luke Christian Day School, outdoor play is a crucial part of our daily routine, scheduled twice daily, weather permitting. Children who are unwell are advised to stay home. Parents are responsible for ensuring their children have suitable clothing for prevailing weather conditions.

In warmer weather, we encourage parents to provide sunscreen and submit a signed medication form for its application, as detailed in the 'Health Records' section of our handbook. Hydration is also emphasized. Outdoor play times adjust during hotter weather, prioritizing cooler times of the day for activities.

During severe weather conditions such as storms or extreme temperatures, children engage in indoor gross motor activities in the Great Hall. This includes rainy or snowy days, approaching severe weather with lightning or thunder, or temperatures below 32 degrees for children aged 2 and older.

In winter, if equipment is unsafe due to snow or ice, outdoor time is limited. We may organize snow "play days" with advance notification to parents and appropriate winter clothing for all children.

Throughout summer, we follow specific guidelines: on code red days (due to extreme heat or poor air quality), all children remain indoors for gross motor activities in the Great Hall. Outdoor activities are limited to 10 minutes when temperatures exceed 90 degrees. Water is always available, and sunscreen is applied before outdoor sessions.

On inclement weather days, Saint Luke Christian Day School follows the Montgomery County School closings for inclement weather.

Limited Screen Time

Saint Luke Christian Day School provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Saint Luke Christian Day School follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children at Saint Luke Christian Day School will have limited access to any digital media viewing.

Screen time is limited to 60 minutes per week and no more than 30 minutes at a time. Passive screen time is not permitted within the school; all screen time is facilitated screen time and only used to support the lesson plan for all of our children. Teachers are actively engaged with children before, during and after facilitated screen time.

Computer use is limited to 15-minute increments per child not to exceed 30 minutes weekly and for the purposed of enhancing educational experiences only.

We ask that all personal electronics and screen types devices not be brought to the school. This includes but is not limited to iPods, iPads, and tablets of any kind. Saint Luke Christian Day School is not responsible for the replacement or repair of any such personal devices brought into our school.



Registration / Tuition/ Enrollment

Enrollment Process

Once a family chooses to join the Saint Luke Christian Day School family, they will be provided with an enrollment application. A child may not begin attending Saint Luke Christian Day School without the completion of all required paperwork, as this holds pertinent information and is important for your child's safety while in our care. Payment of the application fee and security deposit is also required to pre-enroll.

A non-refundable application fee and a security deposit, equal to one month of tuition, are due upon enrollment. Paying the above-mentioned fees along with completing the enrollment application, parent agreement, medical forms and other forms required by the state are necessary to complete the enrollment process. If applicable, we ask that families provide any IFSP (Individual Family Service Plan) or IEP (Individual Education Program) information at the time of enrollment to allow us to best meet your family and child's educational needs.

During your child's enrollment with Saint Luke Christian Day School information provided at enrollment may change or be updated. It is the responsibility of the parent to report to the office any change of address, telephone numbers (cell or email), employment, emergency contact person, special needs accommodations, and medical information to include immunizations. State licensing requires several forms to be updated annually.

An annual re-registration fee will be charged each year securing your child's space for the upcoming school year. Please refer to the financial responsibilities section of your enrollment agreement for further information.

Currently we offer programs from two years old to five years old for your child's enrollment.

Hours of Operation

Saint Luke Christian Day School is open Monday through Thursday from 9:00 a.m. to 3:30 p.m. and Fridays 9:00 a.m. to 1:30 p.m. The building may not be entered until this time to ensure proper staffing and supervision of children.

2024-2025 School Calendar

Please observe the Saint Luke Christian Day School calendar below.

NOTE: Your tuition rate remains the same during holiday weeks. There are no refunds or make-up days given for holidays.

2024		
1 Aug	Thu	Tuition Payment Due; Student Health Forms Due
27 Aug	Tue	Action Plans and Medicine Due (as applicable)
29 Aug	Thu	Playground Play Dates/Meet the Teacher (will be scheduled by class throughout the morning)
30 Aug	Fri	CDS Office Closed
2 Sept	Mon	Labor Day (CDS Office Closed)
3 Sept	Tue	First day of school
9 Sept	Mon	Yoga Class for all Students
12 Sept	Thu	Back to School Night for Parents/Guardians, 5:30pm
19 Sept	Thu	Yoga Class for all Students
7 Oct	Mon	Yoga Class for all Students
14 Oct	Mon	No School-Indigenous Peoples' Day (CDS Office Closed)
17 Oct	Thu	Yoga Class for all Students
4 Nov	Mon	No School-Staff Professional Development Day
5 Nov	Tue	No School: Election Day (Saint Luke is a polling site)
21 Nov	Thu	Yoga Class for all Students
26 Nov	Tue	No School-Parent Teacher Conference
27-29 Nov	Wed-Fri	No School-Thanksgiving Holiday (CDS Office Closed)
2 Dec	Mon	Yoga Class for all Students
18 Dec	Wed	Last day of Class
19 Dec	Thu	Special Christmas Worship Service & Reception (for all students and families) 11:00pm-12:00pm (NO CLASS)
20 Dec	Fri	Last day of school for teachers
23 Dec- 3 Jan		No School-Christmas Break (CDS Office Closed)
2025		
6 Jan	Mon	School Resumes
20 Jan	Mon	No School-Martin Luther King Jr. Day & Inauguration Day (CDS Office Closed)
31 Jan	Fri	No School-Staff Professional Development Day
17 Feb	Mon	No School-Presidents' Day (CDS Office Closed)
19 March	Wed	No School-Staff Professional Development Day
14 April - 21 April	Mon-Mon	No School-Easter/Spring Break (CDS Office Closed)
22 Apr	Tue	School Resumes
9 May	Fri	No School-Parent Teacher Conference
22 May	Thu	Last day of Class
23 May	Fri	Closing Worship Service & Reception (for all students and families), 9:00am-10:00am (NO CLASS)

As of August, 2024

Absences and Attendance

In order to maintain state regulated teacher/child ratios and supervision, Saint Luke Christian Day School asks that you call the school when your child will not be attending for the day. Tuition will not be prorated or reduced in the event of an absence. Children who attend a part time program will be asked to maintain a set standard schedule and may not exchange days if a scheduled day is missed. Upon approval, additional days may be added accompanied by a fee.

Weather Policy and Emergency Closings

Saint Luke Christian Day School follows the Montgomery County School closings for inclement weather. When an early closing is announced, we will strive to provide a two-hour time frame to parents to make arrangements for their child to be picked up.

Please Read Carefully:

In the event of inclement weather (snow, hurricane, etc.), 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) all classes will begin two hours late and dismiss at their regularly scheduled time. 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 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.

In the event of a school-based emergency (such as water main break, fire, or other structural issue) in which closing is necessary, we will make an effort to ensure every parent is notified. If the school director is unable to contact each parent, phone calls will be placed to the emergency contacts listed on your child's emergency card. Tuition is not prorated or discounted if Saint Luke Christian Day School opens late, closes early, or is closed for the day.

Family Referral Program

The highest compliment parents can pay us is the referral of family or friends to Saint Luke Christian Day School. The trust and confidence that you place in us means a great deal. In appreciation of that trust and confidence, we are excited to share our family referral program.

- The family referral must be submitted before the referred family's first day of care and must be shared during the tour.
- A \$50 tuition credit will be given to the referring family for each new child enrolled at Saint Luke Christian Day School

- A \$25 in tuition credit will be given to the referring family for each new child enrolled in extended care program.
- Tuition credit will be posted following 30 consecutive days of enrollment.
- Visit to complete and submit a family referral form.

Financial Responsibilities

Tuition will be collected via a software called BrightWheel

- ACH (electronic payment processing)
- Recurring auto draft from bank checking, savings account or other methods of payment automatically withdrawn from your bank account every 1st of the Month. You will be invoiced five days prior to the due date.
- Cash, debit cards, and over-the-phone credit card payments are **not** acceptable forms of payment.
 - If payment is not received by 3:30 pm on the 1st of the month, your account will accrue a late fee of \$30.00 Account statements and tax summaries are available upon request.

Families must settle overdue accounts within 90 days or make agreed-upon arrangements with the school to avoid financial suspension. Full payment is required by December 5th for the first semester and April 5th for the second semester to avoid suspension. Students facing suspension must pay all dues to continue attending. Official records will be held until all payments are made. Accounts in arrears after the school year may be sent to collections, impacting credit reports. 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 is paid in 9 installments from August to April. Upon acceptance, an advance deposit is due, credited toward the last payment. This deposit is non-refundable. Once enrolled, parents are responsible for the full year's tuition. Payments are collected through BrightWheel, and no fee adjustments are made for absences, withdrawals, dismissals, or inclement weather.

Non-Sufficient Funds

As per the enrollment agreement, a \$30.00 fee will be automatically debited from your account for each occurrence of insufficient funds (NSF). In the event of more than two NSF occurrence within a three-month period, payments must be made using a money order or certified check for the remainder of the school year.

Late Pick-Up Charge

In case of delays in picking up your child from the two-year-old program after 12:00 p.m., the three's and four's after 1:00 p.m., or the extended stay after 3:30 p.m., please notify the school office with a courtesy call. A fee of \$1.00 per minute per child will be charged and applied to your account for late pickups.

Annual Re-Registration Fee

As per your enrollment agreement, an annual non-refundable Application Fee for each Student: \$70.00 will be automatically deducted from your account.

Annual Activity Fee

Annual Activity Fee paid upon enrollment per student: twos: \$50.00, threes: \$75.00, Pre-K: \$125.00

Security Deposit

The security deposit equals one month of tuition. If tuition rates increase, the deposit difference must be paid. For those in tuition assistance or childcare subsidy programs, the deposit remains at the regular school tuition amount.

Annual Tuition Increases

The School Board of Directors annually reviews tuition rates, which may increase by 0-8%. Any changes will be communicated with a 30-day written notice, as outlined in our enrollment agreement. Tuition increases cover program expenses and teacher salary increments.

Program Changes and Disenrollment

All program changes and enrollment withdrawals must be provided to the school director in writing.

When there is a program change for your child that results in an increase or decrease of days, a credit or debit towards your tuition account will be made accordingly.

A 30-day written notice must be submitted to the school director for any program change or disenrollment, however, please note; you are financially responsible for paying the entire school year from the date of enrollment.

If your child is dis-enrolled due to non-payment, the child will not be permitted to return until the balance due is paid in full including a new application fee.

Termination of Services

Parents can choose to withdraw their child by giving a written notice 30 days before their last day of care. However, they are financially responsible for the entire school year once enrolled. The school may initiate withdrawal in certain situations:

Behavior Issues: If a child's behavior is harmful or disruptive despite interventions, termination may occur. This includes actions like excessive biting, causing injury, violence, or property damage.

Financial Matters: Termination may happen due to repeated late payments, overdue accounts, returned checks, accumulating fines, or not processing state/county vouchers correctly.

Missing Documentation: Failure to submit required documents can lead to termination.

Inappropriate Parent Behavior: The school can remove anyone whose behavior threatens safety or disrupts operations without prior notice.

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

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Communicating with Families

Open Door

Saint Luke Christian Day School is dedicated to providing quality care and education for your child. We encourage families to schedule appointments with our School Director for visits, observations, or special activities, ensuring our undivided attention. For classroom visits, please arrange them between 10:00 a.m. and 11:45 a.m. to avoid disrupting learning. We are always available to address any questions or concerns and welcome feedback on your experience. We maintain open communication to support your child's success.

Daily Communication

Our teachers diligently maintain a daily report for each child, ensuring accurate documentation of their day. This report that is emailed includes age-appropriate details such as meal consumption, upcoming event reminders, lesson plan highlights, and your child's daily experiences. We are committed to maintaining consistency between Saint Luke Christian Day School and home, fostering a seamless transition.

Our teachers are accessible during drop-off and pick-up times to address any questions or concerns. If more in-depth discussions are needed, a scheduled meeting with the parent, teacher, and director can be arranged for personalized attention.

Parent Teacher Conferences

We encourage parents to participate in parent-teacher conferences twice a year, typically scheduled in late fall (November) and late spring (April). Parents will receive reminder emails about the upcoming conferences, allowing them to choose a convenient date and time for their conference. Sign-up sheets will be available in the classroom for parents to select their preferred

slot. Additionally, reminders about parent-teacher conferences will be included in our monthly newsletter. During these meetings, you will have the opportunity to:

Share insights about your child

Receive updates on your child's learning and progress through our assessments

Discuss any challenges your child may be facing or any concerns you have

Request additional support for your child, such as potty-training assistance

Collaborate on planning future learning opportunities tailored to your child's needs

Parents are welcome to schedule meetings with their child's teacher at any time, and teachers may also initiate meetings if they have concerns or issues to discuss. Maintaining open communication is a priority for our teachers, ensuring that parents and educators can collaborate effectively to support each child's growth and development.

Family Information Board

The school's family information board in the main hallway provides essential information such as illness and discipline policies, safety guidelines, monthly newsletters, licenses, staffing patterns, and community resources. Each classroom has an information board outside the door with the weekly lesson plan and a bio of your child's teacher. Inside, a family board displays the daily schedule, newsletters, and snack menus, keeping families informed and connected with classroom activities.



Community Resources

Saint Luke Christian Day School is dedicated to diversity, inclusion, successful transitions, a robust curriculum, and promoting social and emotional well-being. We build reciprocal relationships with community agencies to support these goals.

We gather and share information on local services, particularly for families with disabilities and special healthcare needs. Our regularly updated Community Resource Guide includes information on health, mental health, women's services, nutrition, childcare subsidies, and more, shared through newsletters, online tools, and bulletin boards.

We also integrate community cultural resources like museums, concerts, and festivals into our curriculum, keeping families informed through various channels.

Monthly Newsletter

The school produces a comprehensive monthly newsletter for all families, distributed by the first of each month. This newsletter encompasses school news, updates, upcoming events, new school additions, children's and staff birthdays, and the monthly snack menu. Families can access a copy of the newsletter on the family information board in the main hallway. Each classroom offers personalized classroom newsletters to families. These newsletters highlight the curriculum focus for the month, age-appropriate community events and resources, classroom reminders, and a monthly developmental tip tailored to each child's age group.

Parent Partnership Program Committee (PPPC)

Engaging families is a top priority to foster a strong connection between home and school. We aim to develop a partnership built on mutual support, sharing ideas, and a love for children. We encourage parents to join our Parent Partnership Program Committee (PPPC), which includes Saint Luke Christian Day School's families, teachers, and administrators. The PPPC supports the school by welcoming new families, organizing events, assisting teachers, participating in our yearly Christmas wreath fundraising activities, and engaging in discussion about the

school's growth and improvement plans. To join, please contact the school director. There will be opportunities for families to engage with other families and community partners through in-school activities, family events, parent resource nights, and more, aligning with the school's mission and values.

Saint Luke Christian Day School Website

Visit www.saintlukekids.org for valuable information about Saint Luke Christian Day School, including our history, contact details, virtual tour, parent resources, curriculum, and updates on news and events.

Program Evaluation

We value your input on the experience at Saint Luke Christian Day School. To continually improve, we conduct quarterly surveys and solicit feedback through informal conversations and family conferences.

Satisfaction and Resolution

All concerns should be addressed promptly. Address them directly with the person who can resolve the issue, whether it's the teacher or the School Director. Make an appointment to openly discuss concerns and work toward resolution. For health and safety concerns, notify the CDS office team immediately.

Volunteering

To maintain our secure facility and ensure children's safety, we conduct security background checks for all program participants. Families are encouraged to engage in various ways, including field trip chaperoning, classroom parties, guest speaking, and skill demonstrations.

Screening

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

Photos

Individual and class photos of all students are taken in the spring. Families have the option of purchasing photos.

Outside Employment of Saint Luke Christian Day School Teachers

Saint Luke Christian Day School does not endorse or recommend employees for private care.

We do not accept liability for care services provided by employees outside our standard business hours or off our premises.

Confidentiality Policy

Children's records at Saint Luke Christian Day School are accessible only to administrators, authorized staff, state licensing officials, and parents or legal guardians. Confidential information is shared only with staff who have a "need to know" to care for your child safely. We protect everyone's privacy by not disclosing confidential details about staff, parents, or children, including names, addresses, phone numbers, disabilities, custody agreements, and health information.

Family Code of Conduct

Creating an ideal environment for a child's growth and development is a shared responsibility between Saint Luke Christian Day School staff and all adults associated with the school. We expect all adults to conduct themselves in a manner that promotes this positive environment. Actions that are detrimental to maintaining a positive environment include, but are not limited to:

Using inappropriate language or cursing

Threatening employees, children, or other parents

Engaging in physical or verbal discipline of your child or other children in the school

Engaging in confrontational interactions at the school

No weapons of any kind on Saint Luke Campus

We appreciate your cooperation in upholding these standards for the well-being of our school community and the children in our care. The law authorizes Saint Luke Christian Day School to deny access to a parent or other adult if the behavior of that person poses a risk to the children or employees.

Clothing

Please send your child to school in clothing they can manage independently, suitable for active indoor and outdoor play. Please ensure their attire is appropriate for running, climbing, and other vigorous activities, and adaptable to weather conditions. Since children will engage in messy activities like painting and working with clay, please dress them in clothes that can be easily laundered. For safety reasons, we require children to wear tennis shoes or shoes with rubber soles; flip-flops or open-toe shoes are not permitted on the playground.

Notice of Policy Changes

Saint Luke Christian Day School offers a Parent Handbook to inform families about our distinctive program offerings. Please note that this handbook is subject to change without prior notice. Any updated policies will be promptly communicated to families by the school's administration.

SAINT LUKE CHRISTIAN DAY SCHOOL TEACHERS AND STAFF 2024-2025

Bumble-bees (2's)

Geneva McNeill
Blanca Segura

Shining Stars (3-A)

Ashley Marchionini
Laura Heinle
Karen Riedlinger

Shining Stars (3-B)

Samantha Loufik
Melinda Gibbs
Mary Gonzalez

Fabulous Friends (4's & 5's)

Betsy Hatcher
Claire Pretzfelder
Karen Yep

Substitute Teaching Staff

Elizabeth Garifo
Roxanne Mitchell

DAY SCHOOL ADMINISTRATION

School Director: Tracy-Ann Kingcade
Administrative Assistant: Margaret Dickinson-Seifert

CHAPEL AND MUSIC COORDINATOR

Linda Pannebaker

BOARD OF DIRECTORS 2024-25

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

Rob Grace, Chair & Council President
Jenny Heinbaugh Hamrick, Secretary
Pastor Connie A. Miller



Thank you, our newest Saint Luke Christian Day School family member, for choosing us to protect, educate, and nurture your most precious gift ... your child. We are committed to providing you and your child with the best family child experience. We will hold ourselves accountable to our commitment of upholding the Saint Luke Christian Day School mission. We hope that this is the start of a long relationship with your family and the Saint Luke Christian Day School family. The door is always open for your feedback and suggestions as to how we can improve your experience at Saint Luke Christian Day School.

Revised August, 2024 indboo



Parent Handbook Signature Page

This parent handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Saint Luke Christian Day School. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the school director before your child's first day of school.

I have read and understood the Saint Like Christian Day School Parent Handbook. I agree to abide by these policies. In the event that I do not abide by these policies, I understand that my child(ren) may not be able to attend.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the parent handbook provided to by Saint Luke Christian Day School. I understand this handbook is not intended to cover every situation which may arise during my child(ren)'s enrollment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the Saint Luke Christian Day School.

Child(ren)'s Name(s):

Parent/Guardian Signature: _____ Date:

Parent/Guardian Signature: _____ Date:

Director's Signature: _____ Date: andboo