



Saint Luke's Little Saints

SAINT LUKE'S PRESBYTERIAN CHURCH

2020 ~ 2021 Policies & Procedures

Please note: during the COVID-19 health crisis we are temporarily amending several policies including inclement weather closing, wellness policy, unscheduled school closings, pick up and drop off procedures, after school activities.

Refer to
SLLS COVID19 Re-Entry Plans
for updated policy information.

SLLS POLICIES AND PROCEDURES

Parent Handbook

Mission Statement

The Preschool and Kindergarten Programs at Saint Luke's Presbyterian Church are dedicated to nurturing the whole child through age and developmentally appropriate experiences and activities. In serving the congregation and the community, we seek to provide a Christian atmosphere of loving acceptance wherein each child can grow socially, spiritually, emotionally, physically and intellectually. We believe each child is a child of God and, therefore, has a right to develop to his or her fullest potential. A positive self-image is a firm foundation for a happy and successful child, and our primary goal is to develop this in each child.

Accreditation and Licensing

During the 2019-2020 school year, we sought and were awarded accreditation through the Preschool Directors' Association of the North Georgia UMC Conference, earning the status, "Program of Excellence." Prior to earning this new status, SLLS was accredited for ten years through AdvancEd/SACS, an organization that conducts rigorous reviews of schools. To ensure that our Little Saints realize their full potential, the Program of Excellence certification was chosen because it includes a spiritual development component in addition to a thorough analysis of academic practices. After a year-long self-study and documentation presentation, we were pleased to host an on-site review conducted by a peer mentor and announced our accomplishment in May 2020.

SLLS meets the criteria for exemption from state licensure based upon its established curriculum and the hours of operation.

Professional Development

On an annual basis SLLS staff members acquire training hours from a variety of professional educators, consultants and/or therapists from such organizations as Bright From the Start (Georgia Department of Early Care and Learning) and Georgia Educational Training Agency.

How We Spend Our Mornings

The Saint Luke's Little Saints program honors the individuality of the child, preparing each for elementary school. We incorporate a center-based approach to early childhood education where children learn through exploration and discovery. Children enjoy structured activities as well as free choice time. Daily enrichment opportunities occur and all age groups have Music class and Move & Learn class once a week. Our Science Lab provides an opportunity for Little Saints to investigate the natural world and to conduct exciting experiments. Weekly Chapel teaches Biblical lessons to 2's and older. We play outside every day except during inclement weather, when we play fun indoor games in our gymnasium. Our teachers provide time for holiday parties and each child's birthday is observed. Programs are held at Christmas and in May with all age groups participating.

Inclement Weather Policy

Emergency closing of school due to storms, snow, etc. will follow the same procedure as DeKalb County Schools. Notifications are posted on the County and the SLLS websites. If DeKalb County Schools are closed or delayed for weather emergencies, SLLS is closed. SLLS follows DeKalb as a safety measure and communication tool only as it applies to closings due to weather. Please note: SLLS does not follow the DeKalb County School System calendar. SLLS will not make up the days nor refund for days closed. **See [SLLS COVID19 Re-Entry Plans for 2020-2021 policy updates](#).**

Safety

Once a semester, we practice what to do in case of fire, hurricanes, tornados and intruder alerts.

Peace of Mind/Emergency Phone Contact

Families are encouraged to keep the Director's cell phone number in their phone contacts. The church landline connection has occasionally been interrupted due to construction or weather. By having access to this number, families can still communicate with the school and vice versa.

SLLS POLICIES AND PROCEDURES

Emergency Medical Authorization

Should a child suffer an injury or illness while in the care of Saint Luke's Little Saints program and the facility is unable to contact parent immediately, SLLS shall be authorized to secure such medical attention and care for the child as may be necessary. Parent shall assume responsibility for payment for services. Parent is to keep Saint Luke's Little Saints program informed of changes regarding contact numbers, etc. in order to be reached during school hours. Saint Luke's Little Saints will inform parent of any incidents requiring professional medical attention involving their child.

Emergency Contacts

Emergency notification contacts must be supplied by a parent and filed in our office on or before the first day of school. Contact information will be accessible to the Director, administrative personnel and classroom teachers. Notify SLLS administrative personnel of any changes.

Wellness Policy

Our staff will make every effort to help keep your child well. Your child will not enjoy school if he or she is not feeling well. To ensure that children stay healthy while they are enrolled, please do not bring your child to school if he or she shows any of the following symptoms in the 24 hours prior to class: fever; runny nose with colored discharge; rash; diarrhea; vomiting; unexplained itchy scalp. If our teachers notice any of these symptoms or any abnormal changes in behavior, you will be notified and asked to pick up your child. If your child contracts lice, a letter from a professional lice removal company stating that your child is lice-free must be obtained before child is allowed to return to school. [See SLLS COVID19 Re-Entry Plans for 2020-2021 policy updates.](#)

Immunizations

All children attending SLLS must meet Georgia state standards for immunization. Form GA 3231 must be current and on file before children enter the program. SLLS does not accept religious exemption from immunization.

Medical Exemption

The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. The pediatrician must provide detailed documentation regarding the reason for the exemption. The medical exemption must be renewed annually.

Delayed/Alternative Vaccination Schedules

Parents whose children are on a delayed or alternative vaccination schedule must submit documentation from child's pediatrician indicating the reason for the delayed/alternative schedule and the vaccination schedule that will be followed. The "Parent Refusal to Vaccinate Form" will not be accepted as a reason for the delayed or alternative vaccination schedule.

Epidemic, Outbreak, Exposure

In the event of a contagious disease epidemic, outbreak or exposure, children with medical exemptions or delayed/alternative vaccination schedules will be required to remain at home until the Georgia Department of Public Health announces the outbreak has ended.

Medications

Staff members may not administer medications to any child. If a child requires medication, a parent must come to school and personally dispense. Exceptions are the administration of life-saving medications such as Epinephrine, Antihistamine or inhalers for asthma. If these medications are provided by the parent, it is the parent's responsibility to ensure that expiration dates are valid. Clearly written directions must be attached to the medication including proper dosage.

Nut Policy

At SLLS, we have a "no nut" policy. This includes all school lunches and party snacks for birthdays or holidays. Please do not send nuts, nut mixes or peanut butter. This includes granola bars OF ANY KIND. It is not possible for a school to declare itself "nut free" due to common food items that are prepared in facilities where nuts are also handled. However, it is our goal to create a "nut safe" environment, restricting actual nuts and nut products from SLLS.

SLLS POLICIES AND PROCEDURES

Mandatory Reporting

Saint Luke's Little Saints is required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.

Unscheduled School Closings

In the event school is closed due to events beyond our control, SLLS, a not-for-profit organization, will not make up the days nor refund for days closed. [See SLLS COVID19 Re-Entry Plans for 2020-2021 policy updates.](#)

Standards of Conduct

SLLS teaches The Golden Rule as well as four basic school rules (listening ears; inside voices; walking feet; hands to yourself.) Our teachers gently correct inappropriate behavior by teaching better choices, utilizing positive reinforcement of good behavior and by redirection. If necessary, time out to "take a break" will be used. Biting and spitting are not tolerated; parents will be notified and child will be sent home for the day.

Speech and Language Screenings ~ Occupational Therapy Screenings

Annual screenings will be offered onsite during school hours by licensed personnel for a small fee. A thorough written assessment will be provided.

Parent/Teacher Conferences

Scheduled conferences are held twice a year, in Fall and Spring, for 2-year-old classes and older. At any time during the school year, additional conferences may be arranged if either the parent or teacher feels it would be beneficial.

Scholarship Fund

Families that are undergoing financial hardship may apply for scholarship funding by contacting the Director. We have two sources of funding: the SLLS Scholarship Fund and the PW Fund given by Presbyterian Women, a Saint Luke's Presbyterian Church organization that donates a partial scholarship.

Photo Consent

Saint Luke's Little Saints Preschool requests your permission to publish your child's photo/image. Photographs will be used to celebrate your child and the experience he or she enjoys during time spent at school. Photographs may be published in the following ways:

- * classroom displays or cubbies
- * bulletin boards or walls within the school or church
- * videos in the school or church lobby
- * online photo-sharing scrapbooking services such as Smilebox or Snapfish (school use only)
- * the school Instagram account
- * private classroom Facebook account
- * the class newsletter**
- * the SLLS monthly newsletter**
- * the Saint Luke's Presbyterian Church online weekly Highlights**
- * SLLS Registration Brochure/Policies and Procedures Handbook**

**These items are available in hard copy and are posted on the church website. Your consent to photos/images published in this manner does not allow the publication of any personally identifiable information including student last names, residential addresses, e-mail address or phone numbers. This consent does not allow the publication of photos/images on any form of social media (Facebook, Twitter, MySpace, Wiki and personal web pages) utilized by any member of the SLLS staff without permission from parent.

Terminations

The school reserves the right, with at least two weeks notice in writing, to ask that a currently enrolled child be withdrawn if we feel our school cannot properly meet his or her needs. Additionally, the school reserves the right to deny or renounce enrollment if we feel we cannot meet the needs of a child in the upcoming school year. The parent will be informed and the school will work with the parent, if requested, in seeking other arrangements and/or offering referrals for other professional resources.

SLLS POLICIES AND PROCEDURES

12-24 MONTHS ~ PRE-K

Arrival and Pickup See SLLS COVID19 Re-Entry Plans for 2020-2021 policy updates.

9:15 ~ 12:15 M-F

At SLLS, drop off and pickup take place at your child's classroom, allowing daily communication between teachers and families. Pickup is promptly at 12:15 p.m. for preschoolers. A late fee of \$5 per 5 minutes will be charged, payable on the spot in cash, for continued tardiness. Your child will not be released to anyone other than you unless we have a written note stating the name of the designated person. A photo I. D. of that person must be provided at pickup.

Early Release for Youngest Children

To provide a smooth transition from home life to school life and to lessen anxieties, during the first two weeks of school children in the 2-year-old classes and younger will be released at 11:00. Most often, we are able to begin regular hours before the two weeks is up as children settle right in to their new program. Please consult the Parent Calendar for specific dates.

Potty Training

Children enrolled in the 3-year-old classes and older must be potty trained by the time school starts in September.

Snacks

A mid-morning snack of crackers is offered. All classes except for the 4-year-old Pre-K classes may bring a juice cup. Water is served in Pre-K. Your teachers need to be aware of any allergies or food restrictions. When snacks are provided by parents for parties, please remember that we do not allow nuts or nut products.

Lunch Bunch ~ on pause until further notice

Our 3's classes through Pre-K are invited to stay on Mondays, Tuesdays and Wednesdays for lunch with their friends until 1:15 p.m. Pre-K may also enjoy Lunch Bunch on Fridays. Potty trained 2's are invited to stay after Christmas. Lunch Bunch is \$7; parents purchase lunch tickets which serve as a reservation for their child. Buy 9 tickets at \$63 and receive one free. Children bring their own lunch. Tickets do not carry over and must be used during the school year of purchase.

Friday Stay & Play ~ on pause until further notice

This program is a "parents' morning out" from 9:15-12:15 for children ages 2 and older who do not have school on Fridays. This fun, non-academic morning is available for a fee of \$25. Buy four Stay & Play days at \$100 and receive one free. Lunch Bunch is available for an additional \$7. Days do not carry over and must be used during the school year of purchase.

KINDERGARTEN

Arrival and Pickup See SLLS COVID19 Re-Entry Plans for 2020-2021 policy updates.

9:15 ~ 1:15 M-F

One of our K goals is preparing for a smooth transition to 1st grade. It is important that prompt arrival be observed so that students learn the value of a timely start and begin their day calmly. Drop off and pickup take place at your child's classroom; however, in the Spring we will practice carpool pickup in preparation for 1st grade. A late fee of \$5 per 5 minutes will be charged, payable on the spot in cash, for continued tardiness. Your child will not be released to anyone other than you unless we have a written note stating the name of the designated person. A photo I.D. of that person must be provided.

Kindergarten Snack & Lunch

Each day, Kindergartners will be offered a mid-morning snack. Lunch and a drink from home is to be provided by parent. Please inform teachers of allergies or food restrictions. When snacks are provided by parents for parties, please remember that we do not allow nuts or nut products.

Kindergarten Early Release

Occasionally Kindergarten will release at 12:15. Consult the Parent Calendar for specific dates.