

# **ST. PAUL'S LUTHERAN SCHOOL**

## **PARENT HANDBOOK**

**2025-2026**

**PK3/4**

### **Classical Lutheran Education**

**It is expected that all parents will read this handbook,  
familiarize themselves with the contents,  
and support the policies of St. Paul's Lutheran School.  
SPLS reserves the right to modify this handbook at any time.**

**Theme: “*This is the Day the Lord has made. Let us  
rejoice and be glad in it.*”**

**Psalm 118.24**

**« Haec est dies quam fecit Dominus exultemus et laetemur in ea »**

Please complete the parent agreement form at the back of this handbook and return it to your child's teacher.

**ENROLLMENT REQUIREMENTS: The following information must be provided before a student can attend class.**

- *Valid forms returned: Admission form, copy of social security card, original immunization record, copy of birth certificate, notarized affidavit.*
- *Application fee - \$100.00 (New Student/not presently enrolled)*
- *Registration fees: (All students) - \$225.00*
- *All students must be potty trained – pull-ups do not count as potty trained – (Occasional accidents are acceptable (no more than once a week or no more than three accidents in a month. This should be discussed with the teacher prior to enrollment.)*
- *ALL PAYMENTS made for your child's account will be made to the church office.*
- *Children enrolled must be 3 (PK3) or 4 (PK4), by **September 1** to be admitted.*
- *Any special enrollment accommodations must be discussed with the Headmaster / Teacher prior to enrollment.*

**GOALS and OBJECTIVES:**

**GOALS:**

It is the intent of St. Paul's Lutheran School to offer an education based on the classical tradition that is academically excellent and theologically sound, guiding each child to a closer relationship with Christ while providing the best educational preparation possible.

In PK3/PK4 every day is filled with an enriched classical curriculum of developmentally appropriate activities designed to prepare your child for kindergarten. Preschool is a time for building social, emotional, cognitive and language skills needed for success in grammar school.

**OBJECTIVES:**

St. Paul's Lutheran School will strive to:

- Teach the students God's Word each day.
- Develop students who seek to serve God and their neighbor.
- Develop students who will become productive citizens in their community.
- Help each child develop Godly discernment.
- Provide an atmosphere that demonstrates confession and absolution (forgiveness).

**TUITION:**

- Tuition is paid monthly, or you can receive a discount if you pay tuition for the year in advance.
- A late fee of \$20.00 is applied after the 10<sup>th</sup> of the month

- Before and After school child watch is available.
  - Morning Child-watch  
7:00-7:30 AM \$6.00 per day
  - Afternoon Child-Watch  
3:20 - 5:30 PM \$8.00 per day for enrolled students  
3:20 – 5:30 PM \$10.00 per day for drop-in students  
(3:20 - 4:20 PM \$6.00 per day for drop in students)
- After school child watch begins at 3:20. Children attending child watch should be picked up by 5:30. Failure to pay your tuition can result in termination of enrollment.

## **TUITION/FEES AMOUNTS:**

### **FEES FOR PK3/PK4:**

*The fees listed below are due at the time of enrollment to secure a place in the class.*

- \*Application fee - \$100.00
- \*Registration fee - \$225.00

**\*Classroom supply fee is included in the Registration Fee.** This pays for all the school/art supplies for your child. You will need to provide a backpack/nap mat.

- ❖ \*Tuition for 5 days is \$438.00 per month.
- ❖ \*Tuition for 3 days is \$293.00 per month

- ❖ **UP-FRONT FEES:** Up-front fees are ***NOT REFUNDABLE and are REQUIRED for each student enrolled.*** The ***REGISTRATION FEE*** must be paid BEFORE a student can be GUARANTEED A PLACE on the school's roster. The **balance of up-front fees is due by Aug. 10** of the school year.

### **WITHDRAWAL:**

A two-week written notice is required for withdrawal of your child from the program.

As our Tuition & Fee Schedule states, Application and Registration Fees are **NOT REFUNDABLE.**

- Pre-paid tuition is refundable and is prorated from the time of official withdrawal. No partial month tuition will be refunded. **Families will continue to be charged tuition and fees until such time as they officially notify the school office that their child will no longer be in attendance.**

### **PICK-UP/DROP-OFF:**

#### **MORNING:7:30-7:45**

All students in our classes for 3 and 4 year old children must be brought to and picked up at the back parking lot entrance. An appropriate classroom person will be available to greet them and take them from the person responsible for them. Parents will park in the parking lot by the playground. You will walk the child to the

entrance for a well-check - Do not just "drop off and leave" for these ages. A parent or guardian must make the drop-off.

**Students brought to school after 7:45 will need to be brought to the front entrance of the school. There will be school personnel to escort the child to class.**

### **AFTERNOON:**

- Parents are asked to park in the back parking lot and come to the area at the glass doors for pick-up of students from the teacher. Siblings in grades k-8 will be picked up at the PK pickup area.
- All students not picked up by 3:20 will be taken to afternoon childwatch unless the teacher is notified of other arrangements.

### **ATTENDANCE:**

- All classes begin each morning at 8:00 and dismiss each afternoon at 3:00.
- Daily chapel service begin at 8:15. Prompt arrival by 8:00 is less disruptive to the classroom.
- The teacher is required to do lunch and attendance prior to assembly/chapel. The transition of the day is much easier if the child is on time to class.
- Children should not be brought to school after 11:30
- Please inform the office or the teacher with a note or phone call if someone other than the parent will be picking up your child. The authorized person must be listed on your registration form. If you need to add someone to your pick up list, please come by the school office.
- Discounts are not given if a parent/guardian chooses to keep the child at home.

### **HOLIDAYS and CLOSINGS:**

- You will receive a school calendar with a list of holidays and closings in your open house packet
- Weather related closings will be sent through our school cast call/text system. Please make sure you keep your contact information up to date. It is important that you open all texts, emails and voicemails from the school. Information is also posted on our Facebook page.

### **DRESS CODE:**

**Wednesday is School shirt day. Preschoolers only need to wear the shirt, no requirements for specific pants/ skirts/skorts.**

- Children should be fully dressed when they arrive at school.
- Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. Girls must wear shorts under dresses.
- Please send your child in shoes that are appropriate for a full day of activities – this includes P.E. that may be outdoors. Soft sole shoes are preferred. The teachers are not able to change shoes out during the day for different activities.
- ***Every child MUST always have a complete change of clothing including socks and underwear in their backpacks. If your child must change clothes during the day, please make sure you take the soiled items from the backpack and replace them with clean clothes. All clothing items should be in a gallon Ziploc and labeled with your child's name.***

- NO COSTUMES – It is difficult for the teachers and children to maintain all the parts/pieces that can come with the costume. It is also very difficult when it is time for independent bathroom visits. We appreciate your support!

### **BACKPACKS:**

- Please check your child's backpack each day for the folder. The folder will contain all the worksheets and crafts that your child has completed for the day.
- It is important for children to feel that their parents are interested and engaged in the activities that they are doing each day in class. Take time to talk with your child daily about their work.
- This folder will also serve as a means of communication between the parent and teacher. Please send any correspondence and/or payments, etc. in your child's folder. Teachers will also send any correspondence, newsletters, etc. to the parents in this folder.

### **LUNCHES/SNACK:**

- You will need to send a snack for your child each day.
- **A hot lunch menu will be sent home each month.**
- You may order a hot lunch from the school menu or you can send a lunch. Items that are sent should not require more than one minute of heating time. A microwave is available to warm up lunches, not to cook lunches.
- The cost of a hot lunch is \$5.00.
- An ice pack should be put in your child's lunch box for cold items to stay cold. We do not have space to refrigerate lunches.
- Each child also needs a snap shut water bottle that is labeled with their name
- The teacher should be notified if your child has any special dietary needs or restrictions.

### **BIRTHDAYS:**

- Birthdays are a special and important occasion. You are welcome to bring mini cupcakes, donuts, or cookies to share with your child's class.
- Please contact the teacher to make arrangements if you plan to bring a special snack.

### **NAP TIME:**

- There is a rest period each day after lunch. This time may vary a bit due to the daily schedule.
- Each child will need to bring a rest mat.
- Your child may bring a small soft rest buddy to remain at school with their nap mat.
- **If you need to pick your child up early, please try to do so by 12:00.** This prevents interruptions for the other students at nap time.

### **TOYS:**

- **Toys are not allowed at school!**
- Your child's teacher may inform you of a "share day" when items may be brought. Please follow the guidelines set by the teacher.

### **LOST/FOUND:**

- Please label your child's personal items. This makes it easier to return to the proper child.
- Every attempt is made to locate and return lost items.

### **ILLNESS/ABSENCES:**

Colds, flu and other contagious diseases seem to occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of spreading germs at school, we ask you to keep your child home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Fever
- Complaints of ear pain
- Productive cough
- Severe sore throat
- Eyes that are pink, burning or itching or producing any discharge
- Diarrhea/vomiting
- If these symptoms of possibly contagious conditions are observed in your child during the day, you will be called to pick up your child immediately.
- If you are called to pick up your child for any of these reasons, your child may not return the next day.
- A child that has fever, vomiting and/or diarrhea must be kept home an additional 24 hours until all symptoms have subsided.

### **MEDICATION:**

- The staff will administer medication as a service to our parents/students.
- The medication must be in the original container with the child's name on the label, as well as the dosage amount.
- A medication authorization form must be signed and on file in order for the medication to be administered.
- A new form will need to be completed/signed for each medication.
- See your child's teacher or the office for a medication authorization form. (Form is included at the back of the handbook.)

### **HEAD LICE:**

This can be a common occurrence in young children. This has nothing to do with cleanliness. Random lice checks may be conducted by our school staff. We will abide by our school head lice policy. If head lice are found on a child, the following steps are taken.

- Parents are notified and the child must be picked up from school
- The child's head must be treated with a product formulated to remove head lice
- Nits must be removed with a special nit comb included in the product.
- The child will be excluded from school the following day.

- Upon returning to school, examination of hair and scalp by staff will be completed before the child can return to school.

To avoid infestation, it is important to inspect all family members for two weeks and treat if infected. Nits on the scalp may be seen more easily on the hair at the back of the neck and above the ears. Please be assured that we will do everything possible to prevent the spread of lice in our facility.

### **BITING / UNACCEPTABLE BEHAVIOR:**

Biting is not acceptable behavior. The circumstances of the biting incident and frequency are evaluated to determine the consequence. The teacher will attempt to help the bitten child feel better and provide first aid that is appropriate.

- WARNING - 1<sup>st</sup> offense – child is placed in time-out and parents of the biter and the bitten child are notified.
- CONFERENCE – 2<sup>nd</sup> offense – parent is contacted a conference is scheduled with the parents of the biter to determine a course of action to prevent any further occurrences
- SUSPENSION PERIOD/POSSIBLE DISMISSAL- 3<sup>rd</sup> offense- the child is suspended from attending for a period of time and may be completely removed from enrollment.

Certain behaviors may result in immediate action that may lead to suspension or even removal from enrollment. Such behaviors include, but are not limited to:

- Using profanity
- Vandalism of the school or church property
- Possession of a weapon, explosives, or fireworks
- Stealing
- Persistent insubordination to authority (refusal to respond to or carry out reasonable and lawful directions of individuals in authority)
- Harassment (sexual, physical, verbal)
- Possession of inappropriate items/materials at school
- Fighting
- Inappropriate displays of affection
- Pranks that may cause bodily injury to self or another person, e.g. pulling a chair out from under someone, throwing objects at someone, or deliberately tripping someone
- Verbal threats to harm another person

The ultimate goal at St. Paul's Lutheran School is for students to learn to manage their own behavior in a God-pleasing way. As teachers, we have the responsibility of managing our classrooms so that education takes place in a positive environment. The classroom teacher is responsible for establishing classroom rules. These rules will follow these 5R's:

- 1. Respect God
- 2. Respect and obey teachers and staff

- 3. Respect yourself and others
- 4. Respect learning
- 5. Respect property

### **DISCIPLINE POLICY:**

- Our goal is to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration/respect for others.
- A child that exhibits unacceptable behavior or attitudes, is instructed as to what is wrong and then directed to a positive alternative behavior. If a child refuses to follow instructions, the child will be removed from activities for 2 to 5 minutes.
- If a child continues to be disruptive, the parents will be asked to come in for a conference to discuss the behavior and decide how we can best meet the needs of the child.

### **TERMINATION OF ENROLLMENT:**

Certain situations may result in the decision to discontinue a child's attendance to the program. This decision would be based on what the best interest of the child/classmates is. A problematic situation will be thoroughly evaluated before a final decision is made. Termination of enrollment may occur in the following situations.

- Abuse of other children or staff
- Disruptive or dangerous behavior
- The preschool's inability to meet the child's needs
- Failure to pay tuition (Any tuition issues should be discussed with the principal.)
- Unacceptable behavior/poor attitude of the parent/guardian

### **CURRICULUM:**

- The St. Paul's Lutheran curriculum complies with or exceeds the standards established by the State of Alabama. Christian principles and teachings are integrated throughout the curriculum to prepare children to live as unwavering Christians.
- Each grade level uses a curriculum based upon Biblical principles, integrating the faith, current educational resources, and standards established by the state of Alabama.
- Pre-school students receive a developmental progress report at the end of each semester.

**STAFF QUALIFICATIONS:** St. Paul's seeks to employ the most creative, energetic, and motivated team members available. A love for young children is a must. Each applicant is screened in an interview process to find the most qualified person. All staff members must pass a background check to be employed at SPLS.