



FAITH LUTHERAN SCHOOL
KINDERGARTEN - FOURTH GRADE
PARENT HANDBOOK
2015-2016

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MISSION STATEMENT

Our mission is to provide excellence in education while sharing God's love with our students and their families.

ACCREDITATION

Faith Lutheran School's preschool and elementary program is nationally accredited through National Lutheran School Accreditation. Accreditation is an ongoing process that evaluates a school based upon national standards and our school's unique mission. It results in ongoing school improvement and positive, directive change.

PHILOSOPHY

At Faith Lutheran School we believe children are important. As a ministry of Faith Lutheran Church, we strive to provide a loving Christian environment from a Lutheran perspective so each child will know they are special and loved. We feel the development of a child's self-esteem and confidence is important in building positive relationships with others. We see each child as a unique individual by respecting and responding to their individual needs. Although specific learning experiences are planned each day, we leave room for creative learning that is so important for young children. As children enter the elementary years their intellectual and spiritual needs are much greater. The child-centered learning environment in each of our classrooms includes integrating intellectual and spiritual growth and provides a nurturing, structured and stimulating place where our students can develop creativity and build problem-solving skills.

CURRICULUM

The curriculum of Faith Lutheran School is flexible and designed to meet the needs of all children enrolled in our program. It focuses on whole group, small group and individualized instruction. Classroom instruction is both developmentally appropriate and challenging with a hands-on approach to learning. Language arts, math, science, social studies, Spanish, music, physical education and Christian education are included in our curriculum. Our curriculum is delivered by highly qualified teachers. Academic requirements established by the State of Texas for preschool and primary levels are exceeded. Our program of study is revised and updated regularly to ensure our students are receiving the latest and most accurate information available.

OUR DAILY SCHEDULE

6:30 a.m.

FLS OPENS

Elementary students report to Big Room for Before School Care

TUESDAY & THURSDAY:

7:30 a.m.

Teachers Arrive

Elementary students move into classrooms

8:30 a.m.

Elementary students and teachers gather for Morning Assembly

8:30 a.m.

SCHOOL DAY BEGINS

MONDAY, WEDNESDAY & FRIDAY:

7:30 a.m.

Elementary students move into the gym

8:00 a.m.

Teachers Arrive

8:30 a.m.

SCHOOL DAY BEGINS

Elementary students move into classrooms

12:00 p.m. - 1:00 p.m.

Lunch
(Schedules vary)

3:30 p.m.

ELEMENTARY SCHOOL DAY ENDS

3:45 p.m.

After School Care Begins

5:30 p.m.

Remaining Students Gather in Big Room

6:00 p.m.

FLS CLOSES

ELIGIBILITY FOR ENROLLMENT

Kindergarten enrollment is limited to children five years of age by September 1 or by assessment. First grade enrollment is limited to children six years of age by September 1 or those who have successfully completed Kindergarten. Beyond first grade, children are admitted to the next grade after successful completion of previous grade.

Faith Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admissions policies.

The school reserves the right to admit children of its own congregation and other area Lutheran congregations first, in line with its normal admission policies.

Faith Lutheran School operates its educational program from mid-August through May. We offer a separate summer program during June, July and part of August. Our hours of operation are 6:30a.m. to 6:00p.m., Monday through Friday. We observe holidays and breaks as indicated on our calendar.

POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL

A parent or an adult (age 18 or older) must drop off and pick up each child. The adult must ensure the child has been received by a staff member. For the safety of all students, **CHILDREN MAY NOT ENTER THE BUILDING OR CLASSROOM UNESCORTED.** We may not take supervision of children prior to our opening time of 6:30 a.m. Although staff is present prior to 6:30 a.m. to conduct opening duties, students may not enter the building until 6:30 a.m.

Children will be released **ONLY** to a parent or an adult (age 18 or older) designated by the parent. There must be written permission from a parent when a child is to be picked up by someone other than those designated on the authorized pick-up list as indicated on the enrollment form. Proper identification will be required. Parents as well as other authorized adults may be asked for proper identification until staff becomes familiar with you.

ATTENDANCE

Regular, punctual attendance is essential to progress and success in school. Elementary students must be in attendance a minimum of 90% of the scheduled school days to complete the grade. The number of absences will be recorded on the student's report card each grading period.

Should emergency situations arise which contribute to excessive absenteeism, specialized services (i.e. a summer school program or services during vacation periods) may be required at the parent's expense in order for the student to be promoted to the next grade level.

Our classes begin at 8:30 a.m. Arrival after 8:30 a.m. will be recorded as a tardy. When a student misses school for a visit to a health care professional, the student will not be considered absent if he/she begins class that day and/or returns to school on the same day of the appointment and provides documentation verifying the appointment. A student's absence will be considered excused for the purpose

of observing religious holy days if the parent submits a written request for the excused absence in advance.

Students picked up from school prior to 3:30, will be recorded as an early pick-up for the day.

For perfect attendance purposes, three tardies and/or early pick-ups within one grading period will equal one absence.

BEFORE AND AFTER SCHOOL CARE

Before and After School Care is available at an additional cost for our elementary students. Students who need to arrive at school prior to 7:30 a.m. and/or need to remain at school after 3:45 p.m. may participate in the Before and After School Program.

BIRTH CERTIFICATES

Students enrolling in Faith Lutheran School in Kindergarten - Fourth Grade for the first time, must show documentation of age with a birth certificate. A copy of the official document will be maintained in the student's file, and the original document will be returned to the parent/guardian upon request.

CHAPEL

Elementary students will attend a chapel service each week on Wednesday morning. The chapel service will be led by our pastor and directed to the student's level of understanding. Parents are invited to attend this service at any time. Contact the school office for scheduled chapel time.

CLASS & SCHOOL CELEBRATIONS/SPECIAL PROGRAMS

Class Celebrations/Parties will be planned for the following:

Christmas, Valentine's Day, End of the Year

These parties are held during school hours. Parties are encouraged to be kept simple.

In addition, the following special events/activities will be celebrated school-wide throughout the year:

Fall Festival, Thanksgiving Feast, Birthday Party for Jesus, Lutheran Schools Week, Easter Egg Hunt, End of the Year Picnic

Information will be posted in advance for each celebration.

Contact your child's teacher if you are interested in being the class room parent. The room parent will help coordinate the class celebrations and will coordinate and oversee the purchase of the class gift for the annual spring fundraiser.

Birthdays are also special days. Please contact your child's teacher in advance if you would like to bring a birthday treat for your child's class. Birthday celebrations should be simple and will be held during the morning or afternoon snack time. Store-bought cookies, small muffins or cupcakes with very little icing are encouraged. Health Department regulations do not allow parents to bring homemade food items for other children to consume. There will be no gifts exchanged at this time.

DISCIPLINE AND GUIDANCE

At Faith Lutheran School, it is our desire to avoid using punishment to address disciplinary issues. Instead, we use these opportunities to instill Christian values while focusing on teaching the child acceptable behavior and self-control. Discipline is individualized and consistent for each child and appropriate to the child's level of understanding.

Teachers use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. We believe using praise and encouragement for good behavior is more effective than focusing only on unacceptable behavior. We remind the child of behavior expectations daily by using clear, positive statements and redirection.

In the classroom, the teacher is the sole disciplinarian. Teachers will tolerate the actions that are acceptable and appropriate for the age group and stop any

behavior that interferes with learning activities. Brief supervised separation or time out from the group, when appropriate for the child's age and development, will be used if necessary. Time out will be limited to no more than one minute per year of the child's age. Corporal punishment will not be used.

If inappropriate or unacceptable behavior becomes severe or does not improve or the behavior interferes with other's learning opportunities, students may be sent to the school office for time out, cool down period and/or a behavior conference. Depending on the severity and/or frequency of the behavior, parents may be required to pick up the child for the remainder of the day. In severe cases, the child may be excluded from attendance at Faith Lutheran School.

ETHICAL USE POLICY FOR COMPUTERS AND TECHNOLOGY

Faith Lutheran School provides a computer network and Internet access for student use. The purpose of this network is to enhance the educational experience by providing students with access to vast bodies of research and information, educational websites, and opportunities for various classroom activities. Our goal is to facilitate learning today and to prepare students for the future.

These services are provided as a privilege and this Ethical Use Policy details the school's expectations and the responsibilities for the user. Misuse will result in this privilege being taken away.

Faith Lutheran School maintains a network of computers accessible to students in the computer lab and in classrooms.

User Responsibilities:

- Use the computer lab and classroom computers only with permission from a teacher and supervised by an authorized adult.
- Use the computers only for educational purposes.

FIELD TRIPS

At least one field trip will be scheduled throughout the year for each of our elementary classes. Parents will be notified in advance of these trips and will be

required to complete a permission form for each trip. FLS staff members who have completed a two hour course on transportation safety will serve as drivers for field trips.

FOOD

Although Faith Lutheran School does not provide or serve breakfast, children are permitted to bring and eat breakfast upon arrival if the student arrives at FLS BEFORE 8:00 a.m. For children two years and older, breakfast may be eaten at a designated table in the big room or in their classroom. One Year Old students may eat in their classrooms before 8:00 a.m. If your child arrives after 8:00 a.m., please make sure they have already eaten breakfast as instruction begins at 8:30 a.m.

Mid-morning and afternoon snacks as well as a well-balanced lunch will be served to students daily. Milk and water is served with lunch and water with snacks. Water is available throughout the day as well. Monthly menus are posted on the bulletin boards located near each sign-in computer and placed in your child's cubby each month. Please notify the office and your child's teacher of any special dietary requirements or food allergies.

FUNDRAISERS

Fundraising is necessary to help keep tuition costs down and to provide special activities and equipment for our students.

Our annual fundraiser event is traditionally held in the spring. The fundraiser event will consist of time for fellowship, a catered meal and silent and live auction with items available for bidding. A country store will be present with baked goods for sale. Our older school children will provide musical entertainment. There will be many opportunities for our families to participate in our fundraising efforts. Prior to the spring fundraiser, FLS families will be encouraged to participate in a raffle ticket sale. The raffle drawing will be made at the fundraiser event. Donations will be needed for raffle items and live and silent auction items. Baked goods will be needed for the country store. FLS families and friends, as well as guests from the community, will be encouraged to attend. Tickets will be sold individually or for a table for eight.

Other smaller fundraisers may be held during the school year.

GANG FREE ZONES

Under the Texas Penal Code, any area within 1000 feet of a child-care center is designated a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalties.

HEALTH

We accept only well children. A child with an oral temperature of 100.4° or greater may NOT attend school. The child may not return to school until he is fever free for 24 hours, or has submitted written documentation from a health care professional indicating the child may be included in the school's activities sooner than 24 hours after having fever.

Other symptoms and signs of possible severe illness which would exclude the student from attendance include:

- Lethargy
- Abnormal breathing
- Uncontrolled diarrhea (two or more episodes)
- Two or more vomiting episodes in 24 hours
- Rash with fever
- Mouth sores with drooling
- Heavy nasal drainage
- Behavior changes
- Communicable disease

Should your child become ill during the day, we will notify a parent or other emergency contact to promptly pick up the student. The student will be isolated and we will provide care until you or your designee arrives to pick up the child.

Young children, ages 3 - 10, are most often affected by head lice. Every effort will be made at school to prevent the spread of head lice. In the event of an active case of head lice, the child will be excluded from attendance. The child may return after suitable treatment has been made and no active lice are found. The child's class will receive notification that an active case of head lice was found. If a child has active cases of head lice three times in a semester, the child will not be allowed to return to school until he/she has no active lice and/or nits (lice eggs).

Please notify the school immediately if your child is diagnosed with a communicable disease so we may take precautions to prevent other children and/or staff from contracting the disease. Communicable diseases include, but are not limited to, i.e. chicken pox, fifth's disease, head lice, measles, impetigo, and pink eye.

We require our staff to be trained in CPR and First Aid procedures. Minor injuries will be treated and an accident report will be placed in the child's cubby. An accident report will also be filed with the child's records.

In case of a serious injury, we will make an immediate attempt to contact a parent. If we are unable to reach you or your emergency contact person, we will call the child's physician. If necessary, we will call an ambulance. Until the arrival of a parent, physician or ambulance, the principal or designee will be in charge and make all decisions regarding the care of your child.

MEDICATION

We will administer medications in the following manner:

- 1.) Prescription medications must be in the original container labeled with your child's name, a current date, directions, and the physician's name.
- 2.) Non-prescription medication must be in the original container, labeled with your child's name and the date it was brought into the school.
- 3.) Non-prescription medication may require a note from the doctor before school staff will administer the medication. If the child is younger than the age and/or weight with the lowest dosage recommendation, a doctor's note is required stating specific dosage information for the child.
- 4.) Parents must sign our medication log located in the school office EACH DAY the medicine is to be given. We will document each dose of medication administered.
- 5.) If parental authorization to dispense medication is obtained over the phone, the medication form must be signed by the parent when the child is picked up.
- 6.) Medication which has expired will be discarded.

PARENT/TEACHER CONFERENCES & COMMUNICATION

Communication between parent and teacher is essential in caring for and educating your child. If at any time you would like to have a conference with your child's

teacher, please send a note or call the office to set up an appointment. Conferences to discuss academic progress will be scheduled at the end of the first nine weeks for all students in our elementary program. Additional conferences may be held as needed. At Faith Lutheran School, we have an open door policy. You are welcome to observe your child, our facilities and our program activities any time.

Faith Lutheran School makes every effort to ensure our families are notified of upcoming school events and activities and are aware of other important information. In an effort to keep you informed, information will be shared in the following ways:

- Messages sent through our ProCare system which appear as you check your child in/out on the computer
- Text messages sent to your cell phone through our ProCare system
- Notes sent home with your child
- Notices and fliers posted on the entry doors of each building
- Notices and fliers posted on each classroom door
- An Activity Calendar found on the back of the Lunch Menu each month

Please check your child's folder and carefully read any messages found as you sign your child in/out each day.

PARENT/TEACHER ORGANIZATION

Friends of Faith, our Parent/Teacher Organization supports all students and teachers of Faith Lutheran School. The organization plans programs designed for all parents throughout the year. Look for fliers and information in your child's cubby about *Friends of Faith* events.

The 2015-2016 *Friends of Faith* Officers are:

President:	Bridget Kibby
Officers:	Kara Mizrany
	Jenny Rains
	Becky Ward

POLICIES AND PROCEDURES/CALENDAR MODIFICATIONS

If there is a need to modify or make additions to any of our existing policies, parents will be notified of these changes in the form of an addendum letter. Upon receipt of an addendum, please add it to your Parent Handbook.

If necessary, Faith Lutheran School reserves the right to modify the school calendar. Parents will be notified in advance if modifications are needed.

RECORDS

Faith Lutheran School is required to keep records of enrollment, attendance, and health for each child. A current shot record must be on file for all students. All required forms must be completed for our files before attending class and must be kept current. Please promptly notify us of changes in any information found on the above mentioned forms. Each time your child receives immunizations, please retain a copy and promptly submit it to the school office.

SCHOOL CLOSINGS

If weather conditions or weather related issues cause Huntsville ISD to be closed, Faith Lutheran School may also close. If Huntsville ISD closes due to reasons other than bad weather, Faith Lutheran School **MAY** remain open. If administrators feel students and staff members are not at risk, every effort will be made to remain open. Please tune to KSAM radio station, 101.7 FM, for announcements.

If Faith Lutheran School closes, the day will be made up as indicated as a "weather day" on the school calendar.

TOYS

Our classrooms have age appropriate manipulatives and equipment for student use. No toys, games, electronic devices or like items should be brought to school.

TUITION AND FEES

Payments

Tuition is charged on a school-year basis and charged monthly. Tuition is due by the fifth of the month. We offer sibling discounts. Contact the school office for more information.

Non Payment

There will be a \$25 charge on any payment rejected by the bank.

A \$25 late fee will be assessed for payments received after the fifteenth day of the month. If arrangements have been made through the office to pay tuition on another date, late charges begin accruing the first school day after the agreed upon date.

Delinquent Accounts

Accounts become delinquent if payment is not received in accordance with the above policy. For delinquent accounts, communication with FLS is critical. On very rare occasions, FLS reserves the right to approve a repayment plan. Repayment plans that extend beyond May of the current school year will not be accepted.

Registration for the summer or the following school year will NOT be allowed for delinquent accounts.

Accounts that are more than 60 days delinquent or fail to follow their approved repayment plan may be given to our collection agency. Students associated with these accounts will be excluded from attendance and resulting vacancies will be filled.

Withdrawal

Two weeks' notice must be given if it becomes necessary to withdraw your child from attendance at Faith Lutheran School. Full tuition is required to the day of withdrawal. The delinquent account policy also applies to outstanding tuition resulting from withdrawal.

Late Pick Up

Faith Lutheran School closes at 6:00 pm each day. We understand that on occasion circumstances cause parents to run late. If this happens, please notify us immediately. A late fee of \$20 per 15 minutes will be assessed for any child picked up after 6:00 pm.

Fees

REGISTRATION FEES are non-refundable and are due at the time of registration in order to secure a place for your child.

CURRICULUM FEES are due in full with September's tuition payment and are non-refundable after the start of school. Curriculum fees are subject to the delinquent accounts policy.

Registration opens for the summer program and the following school year for current FLS families and Faith Lutheran Church members mid-February. Registration opens to the public on March 1. Spots will be filled on a first come, first served basis. Registration fees must accompany the registration application.

UNIFORMS

Faith Lutheran School requires all students in its elementary program to wear uniforms. Uniforms aid in building school spirit, security, and identification.

Daily Uniforms

worn Monday thru Friday

Long or short-sleeved polo style knit shirts with the school logo are to be worn. Polo shirts may be purchased in the following colors:

ice pink (pale pink), maize (pale yellow), white, chambray blue (light blue), cobalt blue (royal blue), red, deep purple, evergreen (dark green), burgundy, classic navy

Approved uniform bottom colors are navy and khaki. Any style pants or shorts in approved colors may be worn. Skirts and skorts are appropriate for girls. Shorts, skirts and skorts must be fingertip length. Jumper dresses which cover the school logo are not allowed. Fingertip length polo style dresses with the school logo are acceptable for girls.

White socks and tennis shoes are to be worn with daily uniforms. During the colder months, girls may wear white tights under skirts or skorts. Patterned socks or tights, leg warmers and tights other than white are not allowed. Shoes other than tennis shoes, including boots, sandals, flip-flops, crocs, etc. are not allowed.

Outer wear including coats and sweaters may be worn over the uniform during the colder months. While inside the building, outer wear including hoodies, caps, vests, scarves, sweaters etc. may not be worn over the uniform.

*School uniforms may be purchased from Land's End. Faith Lutheran School receives 3% cash back from Land's End when using our preferred school number. **Our preferred school number is 9001-1464-6.** Uniforms may be purchased through their website: www.landsend.com/school.*

*Polo shirts in the **approved colors** may also be purchased from other retail stores. Locally, The Trophy Case will add our school logo for an additional charge. The school logo should be added to the top left of the shirt. Slacks, shorts, skirts and skorts in approved colors may also be purchased at retail stores of your choice.*

Optional Daily Uniform

worn on Friday or other designated days

Students may wear the navy blue Faith Lutheran School t-shirt OR the *theme t-shirt for the year with daily uniform bottoms on **Fridays**. Faith Lutheran School t-shirts may also be worn on field trips and other designated days during the school year. T-shirts may be ordered through the school office.

*Theme t-shirts are made available when the family joins *Friends of Faith*.

VISION AND HEARING SCREENING

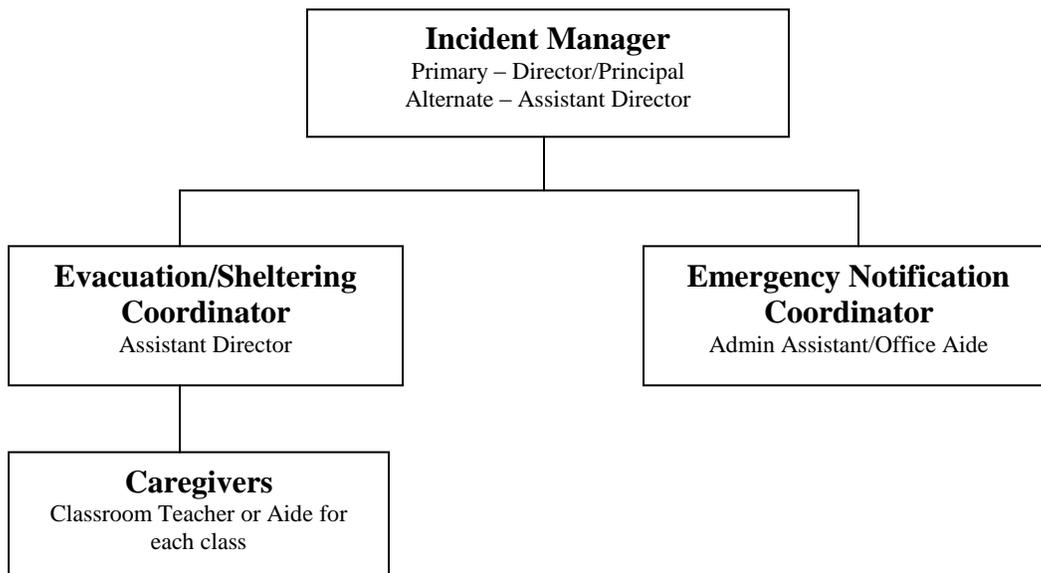
Students in Kindergarten, First Grade and Third Grade will receive a vision and hearing screening during the school year. You will be notified prior to the screening and will receive information if further testing is recommended.

VOLUNTEERS

We are happy to accept volunteer help from parents, church members and community members. We believe you will become more familiar with the school's program when you are actively involved. From time to time we may have special needs that we will let you know about. If you have a particular talent that you feel we could utilize, please let us know. For the safety of our students and in accordance with licensing standards, background checks are performed on regularly scheduled volunteers.

EMERGENCY PREPAREDNESS PLAN

Emergency Organizational Structure



Incident Manager:

- Responsible for overall operational control
- Assumes any duty not carried out or assigned to coordinators and/or caregivers

Evacuation/Sheltering Coordinator:

- Ensures accountability of all staff and students
- Ensures appropriate sheltering for staff and students

Caregivers:

- Responsible for immediate accountability of students in their care
- Responsible for immediate safe shelter of students in their care
- Responsible for obtaining class emergency contact information, authorization for emergency care and child tracking system
- Responsible for any necessary notification of parents

Emergency Notification Coordinator:

- Responsible for notifying appropriate emergency services (Fire, EMS, Police, Health Dept.)
- Responsible for obtaining school emergency contact information

Student Emergency Information:

Each classroom will have an emergency clipboard which contains parent and emergency contact telephone numbers for each child in the class, authorization for emergency care for each child in the class and the child tracking system information (roll sheets) for the class. In addition, a copy of our Emergency Preparedness Plan and a list of all employees' personal cellular phone numbers will be included. It is the responsibility of the caregiver for each class to have possession of the emergency clipboard in any emergency situation or emergency drill.

Parent and emergency contact telephone numbers for each child enrolled, authorization for emergency care for each child enrolled and class roll sheets for each class will be kept in a centralized location in the school office. In addition, a list of employees with personal cellular phone numbers will be kept with this information. The Emergency Contact Coordinator will be responsible for possession of this information in any emergency situation or emergency drill.

Relocation to the designated safe area or alternate shelter:

Students will be lined up; or placed in strollers, bye-bye buggies, or emergency crib based on age and as appropriate. Students will be counted prior to leaving the classroom as well as when they have reached the designated safe area or alternate shelter. In addition, roll sheets will be used to ensure accountability of all students. (See emergency evacuation and relocation diagram located near the door in each classroom for the designated safe area or alternate shelter.)

Communication:

Primary Communication Devices will be land lines located in classrooms or school office. As secondary communication devices, Emergency Manager, Coordinators and all Caregivers will bring their personal cellular phones to the designated safe area or alternate shelter.

The primary emergency phone number for Faith Lutheran School is: 936/291-1706

The secondary emergency phone number for Faith Lutheran School is: 936/295-5298

Alternate Shelter Away from Faith Lutheran School:

Should evacuation from Faith Lutheran School be necessary, all students will be relocated to:

First Alternate: Church of the Nazarene, 3707 Highway 30 West

Second Alternate: Church of Christ, 3737 Highway 30 West

Alternate Shelter will be determined based on the circumstances of the emergency. The Evacuation/Sheltering Coordinator will give direction to Caregivers regarding which alternate shelter will be used.

Caregivers will be responsible for safely walking students across Sumac Road and through the grassy area leading to the Church of the Nazarene. If relocating to the Church of Christ, Caregivers will safely walk students through the Church of the Nazarene parking lot and through the grassy area leading to the Church of Christ.

Drills:

Fire drills will be held once per month. Severe weather drills will be held once every three months. Emergency Evacuation Drill will be held once per year. Crisis Lock-Down will be held once per year.

POSSIBLE EMERGENCY SITUATIONS

INTRUDER IN BUILDING

If a threatening person enters the building, Caregivers are expected to secure children in their care in a safe location away from the person. The Emergency Manager (director or acting director) will attempt to determine the issue with the person and determine if it seems safe to negotiate with the person. The Emergency Notification Coordinator or any staff member aware of the threatening situation should attempt to call 911 from a safe location. All efforts will be made to keep the children safe and away from any incident and to help them remain calm. Staff must remember that the safety of the students is our priority.

FIRE

In the event of a fire or fire drill, each class shall evacuate the area according to the posted routes and assemble in their designated area outside the building. All children will be accounted for by the Caregiver for the classroom. Overall accountability of all children in care will be the responsibility of the Evacuation/Sheltering Coordinator as noted above.

SEVERE WEATHER

In the event of severe weather or severe weather drill, each class shall evacuate to the designated area of the building as indicated on the emergency evacuation plan. The children will sit "Indian-style" facing the wall with their hands locked behind their heads. All children will be accounted for by the Caregiver for the

classroom. Overall accountability of all children in care will be the responsibility of the Evacuation/Sheltering Coordinator as noted above.

EMERGENCY LOCKDOWN

Upon notification of an emergency situation requiring lockdown of the facility, classes located outside of the two main buildings will relocate to the "Old" building. Supplies needed will be carried in a rolling crib. All exterior doors will be locked and a note placed on the glass informing parents to knock for entrance to the building. Keyless Entry points will be disabled. A designated office staff member or designee will be positioned in each of the two main buildings for communication purposes. No playground time will be observed during this time. The office radio will be played to listen for information. A staff member will remain in the office at all times to be alert to any problems that might arise.

COMMUNICABLE DISEASES

In the event of an outbreak of a communicable disease in the area, Faith Lutheran School will follow guidelines as set by the Department of State Health Services.

MEDICAL EMERGENCIES

In case of a serious injury or medical emergency, First Aid/CRP will be administered by any trained staff member and 911 will be called by the first available staff member. The Emergency Contact Coordinator will make an immediate attempt to contact a parent. Until the arrival of a parent, physician or ambulance, the Emergency Manager will be in charge and make all decisions regarding the care of the child.

We trust this handbook will help acquaint you with our school policies and procedures. If you have any questions or concerns regarding our policies and procedures, please call the school office to make an appointment with the Director/Principal. You will be notified in writing if any changes in these policies occur.

