



St. Peter's Lutheran
School
Student Handbook

St. Peter's Lutheran School

1803 Hwy 1431 W
Marble Falls, TX 78654

Church Office 830 693-2253

www.splcmf.org

Church Staff

Rev. Harold Vanicek - Senior Pastor

School Staff

Emily Copeland, Director

Tracy Knight 3 Year Old Teacher

Christy Humphreys, 3 Year Old Teacher

Anna Womack, Pre-Kindergarten Teacher

Markelle Fry, Pre-Kindergarten & Extended Learning Teacher

Jeannie Hanshaw, Kindergarten Teacher

Lindsay Pyle, Kindergarten & Extended Learning Teacher

Carrie Rice, Extended Learning Teacher

Becky Reed, Extended Learning Teacher

Brook Hanson, Teacher Aide

Licensed by Texas Department of Health and Human Services

A ministry of St. Peter's Lutheran Church

Member of Evangelical Lutheran Education Association

Mission Statement

The mission of St. Peter's Lutheran School is to provide: a developmentally appropriate program of educational excellence; Christian nurture of faith development; evangelical outreach; and safe, loving, trustworthy service to the community. With these goals in mind, we provide a high-quality early childhood program in a safe and nurturing environment that promotes the physical, spiritual, social, emotional, and cognitive development of young children while responding to the needs of families.

Standards Observed/Licensing

- Member of the Evangelical Lutheran Education Association
- Follows the position statements of the National Association for the Education of Young Children
- Follows the criteria for high quality early childhood programs established by the Evangelical Lutheran Education Association
- Texas' Teacher's Code of Ethics
- Health Immunization as required by the Texas Health Department*
- Integrate TEKS (Texas Essential Knowledge and Skills) into curriculum
- Licensed by the Texas Department of Health and Human Services

The most recent Licensing Inspection report by the **Texas Department of Health and Human Services** will be posted in the school reception area visible to all staff, parents, and others. Contact the school director to review a copy of the minimum standards.

THHS Main Phone: (512) 424-6500

Website: <https://www.hhs.texas.gov/>

Abuse Hotline: 1-800-252-5400

Immunizations

Immunizations are required for your child to be admitted into school. We must have this record on file for each child. If you choose to not have your child immunized, you must present the school with a signed affidavit stating your decision. The immunization record must include child's name, birthdate, number of doses and vaccine type, month/day/year of each vaccination, and the signature or stamp of the physician administering the vaccine. The requirements for immunizations are specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B. Burnet County does not require a tuberculosis (TB) examination for children in our care. Hearing and Vision Screening will occur at school within 120 days of school starting, and you will be notified if your child does not pass these screenings.

Curriculum and Instruction

Our program provides opportunities for children to acquire knowledge of content in ways that support and reflect children's development. At St. Peter's our goal is to take full advantage of the child's developing abilities, interests, and enthusiasm for learning.

Curriculum is derived from many sources, including the content of the disciplines, and the goals of families and the community. In addition, the curriculum of each grade level complements one another using a systematic, multi-level and multi-method instructional approach with a Christian focus developed and implemented by the classroom teacher. Our developmentally appropriate program is tailored to meet the needs of children through active, experiential learning in a meaningful context.

The classroom teachers use a variety of effective teaching methods, strategies, & materials that accommodate differentiated instruction. Some of these strategies include:

- Tiered activities
- Learning centers
- Flexible grouping

Parents are welcome at St. Peter's Lutheran School at any time. Parents are welcome to be in the classroom to observe their child, the school's operation, and program activities without notice. However, please refer to your child's classroom activity schedule to ensure minimal disruption to the students.

Chapel

Striving to meet your child's needs for growth and development in a Christian environment, we will teach about God's never-ending love, experience Bible stories, and have a short worship service in the Chapel once a week. A pastor, an intern, or school director will lead Chapel time. The teacher will also provide a daily Bible lesson.

School Board

St. Peter's Lutheran School is governed by a Day School Board consisting of 7 voting members and 5 ex-officio members who meet regularly to conduct the business of the school.

Staff Qualifications

Teachers are college graduates with a minimum of a B.A. or B.S. degree and teaching experience. In addition, teachers must have twenty-four hours of continuing education training per year with an additional hour of training in regard to abuse. Teachers also must be certified in Cardiopulmonary Resuscitation (CPR) and First Aid. All staff

members are encouraged to be active Christians and have the desire, training, and personal characteristics necessary to achieve the goals stated in the purpose of the school.

Statement of Nondiscrimination

St. Peter's Lutheran School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Children With Special Needs

St. Peter's Lutheran School recognizes that there are children with special needs and is willing to work with parents and their special needs children. However, the school may not be equipped with the resources and services necessary to meet the special needs of each child.

All new students enrolled in our school will be on a probationary status for six weeks. If, during that period, the student demonstrates behavioral, emotional, or academic needs beyond the capability of the school program, independent, professional guidance shall be recommended to the parent/guardian. The school will work with the parent/guardian and independent professional(s) within a reasonable context to affect change in a specified area. Because of these actions, the probationary period may be extended, as deemed necessary.

If any professional assessments determine a student's requirement for special assistance that is unavailable at the school, the parent/guardian will be required to withdraw the child. A transition time may be allowed for the parent/guardian to locate a suitable program.

Enrollment

Enrollment age will be the age of the child as of September 1st. Each March the members of St. Peter's, returning students, and their siblings will be given priority to pre-register for the fall classes before the public is invited to register. Registration will be open to the public on April 1st. The registration fee plus $\frac{1}{2}$ of the first month's tuition is to be paid by the registration date to confirm your child's enrollment. The fees are NON-REFUNDABLE unless you move from the Marble Falls area before August 1.

As enrollment procedures and/or policies change, parents will be notified in a timely manner.

School Forms

- Texas Department of Health and Human Services Enrollment Information and Health Forms
- St. Peter's Financial Contract
- St. Peter's Parent's Acknowledgment Handbook Form
- DHHS Discipline and Guidance Policy
- Additional forms may be required by individual classroom teachers

Tuition

St. Peter's Lutheran School operates as an educational non-profit agency of St. Peter's Lutheran Church. St. Peter's congregation generously provides our school with facilities, utilities, and secretarial and custodial support. The congregation values the school as an important part of its ministry in the community. However, of necessity, all salaries and current operating expenses must be met monthly by tuition and registration charges.

Tuition payments are due on or before the first of each month and are invoiced via email through PayPal. During the nine months of school the tuition rates apply at all times whether the child is in attendance or absent due to illness, vacation, holidays, etc. A late penalty will be added to payments received after 5 school days. A student may not be allowed to continue enrollment if there is a past due balance. Waiver of the above in unusual and meritorious circumstances may be issued only with the written approval of the director and the school board.

A bank charge will also be assessed for any returned checks.

Families with more than one child enrolled will pay the full tuition for the oldest child and will receive a 10% tuition discount for siblings. St. Peter's church members who have a child enrolled also receive a 10% tuition discount and are encouraged to support the school through active membership and regular support of the church.

Fundraisers

The school depends on fundraising activity to finance equipment costs not covered by tuition. Some of these activities include:

- Lenten dinners with a free-will offering
- Contributing funds from Thrivent Financial for Lutherans
- Run for the Son 5K/1K
- Miscellaneous donations and memorials

Scholarship Program

St. Peter's School offers tuition assistance in the form of scholarships based upon need and funds available. Applications may be obtained by contacting the director.

Health and Safety

Please DO NOT send your child to school if he/she is ill. **A child must be fever free for 24 hours before returning to school.** 99.4 or above is to be considered a fever. If a child comes to school with fever or develops a temperature during the day, the parent/guardian will be called to pick up the child. Isolation space will be provided with a staff member until the parent/guardian arrives. Please notify the teacher when your child is known to have been exposed to a contagious disease outside the school or when your child will be absent due to illness.

Medication will not be given by school personnel, unless it is under a doctor's prescription and is in a prescribed bottle; or it is an over-the-counter medicine that is age appropriate. The parent must provide written authorization and instructions on the day the medication is to be given. **DO NOT PUT MEDICATIONS IN YOUR CHILD'S BACKPACK OR LUNCH BOX.**

If an incident occurs during the school day, such as a minor injury, a school Incident Report will be sent home. We ask that you sign the report and return it to be kept on file here at the school.

If a medical emergency arises, 911 will be called immediately and then the parent will be notified.

The school has an Emergency Preparedness Plan in place. This plan of evacuation is posted in each classroom and will be practiced during the school year. An emergency could include but is not limited to a fire, severe weather, or intruder. Parents will be notified if a real emergency occurs.

By law, a breast-feeding mother does have the right to breastfeed her child while in care. There are chairs in several empty classrooms that could be used for such a need. The school will provide a comfortable location for breastfeeding if the need arises.

By law, St. Peter's Lutheran School is a gang-free zone. Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalty.

Child abuse training is given to each teacher each year. We are trained to recognize signs of abuse as well as what to do if abuse is suspected. All teachers are required to notify the child abuse hotline if abuse is suspected. We have sent home literature on child

abuse to families to help educate parents and caretakers of the seriousness of abuse as well as the warning signs of abuse/neglect and prevention techniques. This information will be sent home at least once a school year. There are several agencies in our area which can be contacted for help if child abuse is suspected or if you or your family members have been the victims of abuse. You can directly contact the following agencies or ask for assistance in contacting them with the director or Pastor.

- Child Abuse Hotline - 1-800-252-5400
- Hill Country Children's Advocacy Center - 512-756-2607
- The Phoenix Center (Camp Phoenix) - 830-613-7230

Recess and P.E. Safety Guidelines

The playground for free play/recess for St. Peter's, located on the northwest side of the school, is a fenced in area. Our playground does meet all safety guidelines as stated by the Texas Department of Health and Human Services. Entrance to the playground is obtained by exiting the school building through the north doors. Students walk along a sidewalk lined with a safety railing to the north playground gate. The two gates to the playground are kept closed while children are present. The children are not required to walk in the street or parking area to enter the designated playground.

Occasionally an alternate location will be used for special events or activities. An alternate location may also be used by all grades participating in outdoor activities. Teachers will determine the best location for an activity based on the safety of the students. One such alternate site is located east from St. Peter's School directly across Elm Lane. Students will cross Elm Lane and enter the fenced backyard of the house owned and operated by St. Peter's Lutheran Church.

FOR SAFETY PURPOSES A STUDENT WEARING SANDALS, FLIP FLOPS, BOOTS, ETC. MAY NOT BE ALLOWED TO PARTICIPATE IN CERTAIN OUTDOOR ACTIVITIES OR USE THE PLAYGROUND CLIMBING EQUIPMENT.

Discipline and Guidance

St. Peter's Lutheran School aims to provide students with an educational program of excellence. In striving to achieve excellence, the school expects students to conduct themselves in a manner appropriate to a Christian learning environment. Students, parents, and guardians will be expected to demonstrate self-discipline and show courtesy and respect to the faculty, staff, administration, and fellow students. Each teacher will inform the parents at orientation of her classroom discipline policy. A proper balance between rights and responsibilities is essential for students to develop to their fullest potential. The consequences for failing to comply with the rules of the school will result in a review of the child's enrollment status by the school board.

Attendance

For the school year to be the most beneficial for your child, regular attendance and punctuality are necessary.

The school is responsible for maintaining a daily sign-in/sign-out log for each child in attendance.

Arrival and Departure

The school year will run from September until May. School will meet on Tuesdays, Wednesdays, and Thursdays. Extended Learning Days will include Mondays and Fridays.

3 year old (full day)	Arrival time is 8:30 am	Departure time is 2:30 pm
Pre-Kindergarten	Arrival time is 8:30 am	Departure time is 2:30 pm
Kindergarten	Arrival time is 8:30 am	Departure time is 2:30 pm
Extended Learning	Arrival time is 8:30 am	Departure time is 2:30 pm

Your cooperation in observing these hours is appreciated. Please realize teachers are not ready to accept students before 8:30 am even if they are in their classroom - they may be preparing for the day. **AT NO TIME SHOULD A CHILD BE DROPPED OFF AND LEFT TO FIND HIS/HER CLASS ALONE.**

Punctuality is of utmost importance to the success of your child's school day, as well as to the smooth operation of the classroom. **TARDINESS AFFECTS A STUDENT'S DAY AND IS DISRUPTIVE TO THE CLASS.** Also, please be prompt in picking up children. A \$5.00 late fee will be assessed for late pick up.

The teacher must have written authorization from one of the parents for any child who is to be picked up by someone other than his/her parent. On the day the child will be picked up by someone else, the teachers must be notified, in writing, as to how the child will be riding home. Proper identification will be required.

Taking a Child Out Of Class During the School Day

If for any reason your child needs to be taken out of school during the school hours, please send a note in the morning stating the reason and the time of departure and/or return. You are required to sign-out and/or sign-in your child. A form designated for this purpose will be available in each classroom.

For the safety of the students, the school entrance doors will be locked between the hours of 8:45 am - 2:15 pm. Please enter through the church's main west entrance and check in with the office personnel if entrance during this time is required.

School Closures

St. Peter's Lutheran School observes the same bad weather days and holidays as the Marble Falls Independent School District. However, St. Peter's School begins classes in September. St. Peter's will be closed on days that MFISD closes for holidays, and we will release early at 11:30 am on MFISD's Early Release dates.

If bad weather or other occurrences close school or delay the start of MFISD schools, announcements will be made by the news media by 6:30 a.m. on the morning of the cancellation/delay.

*Local Radio Stations: KHLB - 106.9 KBAY - 92.5

Parent/Teacher Conferences & Report Cards

Parent/Teacher conferences result in better understanding and guidance for your child. The St. Peter's Lutheran School conducts two scheduled conferences per year. Parents or staff may take the initiative in arranging other conferences as needed.

All students will receive report cards at the end of each semester.

Homework Policy

All students may be assigned age-appropriate work to be completed at home. Homework, a necessary part of school-aged children's lives, should not be viewed as a negative. Reading, an essential part of education, should be done every evening of the week whether the child reads or is read to. Homework is assigned with the three following purposes in mind: 1) as a reinforcement for what is being covered in class, 2) as a way of communicating with family members that which is being covered in class, 3) as a means of teaching responsibility for the student (i.e. She/he is responsible for getting home with the assignment, completing it, and responsibly returning it to class on time).

Placement Policy

Students will be promoted based on the satisfactory progress in acquisition of basic skills as outlined in TEKS.

Dress Code

The children play actively every day, and it is important that they are comfortable, safe, and confident as they play. Since independence is a goal for every child, parents are to choose clothing that their children can manage by themselves. The Director in conjunction with the staff will have the final decision in determining what dress is appropriate or inappropriate. For safety purposes a student wearing sandals, flip flops,

boots, etc. may not be allowed to participate in certain P.E. activities or use the playground climbing equipment.

Lunch and Snack

Lunch must be in a lunch box (with ice packs to keep cool if needed) and must include a water bottle (no glass bottles) with a nutritious beverage, a napkin, and all nutritious foods. **Food and beverages must contain little or no sugar.** NO CARBONATED DRINKS in any type of container may be brought to school.

Snacks are sent in by parents and/or parent volunteers and are served to students by the teachers. Parents understand that because snacks and lunch are provided by the parent; the school is not responsible for the nutritional value or that the child's daily food needs are being met.

Children are offered water throughout the day to provide for proper hydration. Children prepare their own places, serve their own food and drink, and clean up afterward. Therefore, it is important to send food easily managed by the student.

Lunch and snacks begin with prayer or song.

Newsletters

Each month you will receive a class newsletter which will include a class calendar of upcoming events and activities for the month. The newsletter will contain important information.

Supplies

Each grade level will have a separate school supply list. The lists will include required & optional items. Occasionally teachers will request additional classroom materials.

Field Trips

Transportation for field trips will be provided by parent/guardian vehicles. All appropriate safety precautions will be taken. All children and adults, including the driver,

will be buckled in seat belts. A field trip permission statement must be signed on the registration form by the child's parent/guardian when the school year begins. Notification of each field trip, including date, departure and return times, and host/hostess information, will be provided to the parent/guardian prior to any field trip.

St. Peter's requests that a parent accompanies his/her child on all field trips. If this is not possible, parents must make other arrangements for the child. Teachers will not be

allowed to transport any children.

Class Parties

We will have several holiday party celebrations during the year. Parents should consult with the classroom teacher about party guidelines. Other celebrations are possible, such as birthdays, reward celebrations, and end of the year.

School Pictures

During each year, individual and class pictures will be taken. Parents will be notified, in advance, of the cost of these pictures and the date pictures are scheduled to be taken. Purchase of pictures is optional.

Photographs and Internet Use

Unless we are informed otherwise, students will have supervised access to internet capabilities for academic purposes only.

Unless we are informed otherwise, student photographs may appear in the school's website or publications and the local newspaper.

Property Damage/Loss

Restitution for damaged property of the school or property of another student will be the responsibility of the student causing the damage. The student will bear the expense of replacing lost or damaged library books and supplies.

Issues/Concerns

Parent's Procedure:

The primary purpose of this procedure is to secure at the lowest administrative level, equitable solutions to issues which may arise:

1. If a parent has an issue to discuss, it must first be presented to the teacher for consideration or resolution.
2. If the parent is not satisfied with the resolution, the issue may be presented to the Director.
3. If a satisfactory decision or response is not obtained from the Director, the parent shall proceed to the next level, the School Board. The School Board shall then schedule a hearing at its next regular meeting.
4. If a satisfactory decision or response is not obtained at this level, the parent may appeal to the Church Council.

Emergency Procedures

We at St. Peter's Lutheran School have a set of Emergency Procedures in case of any form of emergency. Fire drills are practiced on a monthly basis, and other emergency procedures are practiced every 3 months. Emergency evacuation and relocation plans are posted in each classroom, with alternate escape routes listed as well. We have a fire or toxic fumes (Code Red) plan to evacuate the building. We have a severe weather (Code Blue) plan to take cover in the event of extreme weather. And, we have a volatile person or event (Code Black) plan where we will gather safely and hidden until a password is given. We also have two Re-location Sites if the event is ever needed. Our first re-location would be to go to Marble Falls Middle School at 1511 Pony Circle Drive (830-693-4439). The alternate site would be Choice Medical Supply at 1705 Hwy 1431 (830-265-4980). Teachers will take our list of Emergency Numbers as well as our cell phone in any drill or emergency situation. We will immediately call parents to notify them of any situation and where we are located. There is always the possibility that the EMS or Emergency Personnel on site would choose to re-locate us to a different location based on our conversation with Marble Falls EMS. All of the locations above would have ample water, food, and medical supplies available if there were a need for any. If this were the case, again, teachers would immediately call and notify you of the location for pick up. All of this information is listed at each classroom and in the lunchroom as well as the school office. If you have any other question or concern about our emergency preparedness plan, please let us know.

Suspension/Expulsion

Every student at St. Peter's Lutheran School is expected to maintain appropriate behavior and regular attendance during the school year. If the teacher and director agree that a child's behavior or attendance is not meeting expectation, then a plan will be created for improvement. If the expectations of the plan are not being met, the student could be suspended for a set number of school days, and in extreme cases, expelled from school. The decision to expel a student would have to be approved by the School Board as well.

Sunscreen/Insect Repellant

Any parent may send in sunscreen and/or insect repellant for his/her child. The school personnel will apply it according to package directions. We will not store the products here at school, the products will not be available from the school, and the products may only be applied to the child whose parents provided it.

Discipline and Guidance Policy for St. Peter's Lutheran School

Discipline must be:

- 1) Individualized and consistent for each child
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to not more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance.

St. Peter's Lutheran School
COVID-19 Health and Safety Operational Procedures

St. Peter's Lutheran School plans to resume on-campus, in-person operations in August. We will follow specific health and safety protocols that are aligned with church, local, state, and federal recommendations and guidelines. The school staff and school board have researched and met with county and city officials to make sure we are minimizing the risk of COVID's spread to students, teachers, and families. We recognize that parents want and need the return to in-person learning as well as the importance of in-person learning to the social, academic, and mental development of young children.

We also realize that COVID creates an ever-changing situation, so we will move forward with the realization that these protocols and plans may change. We must all acknowledge the increased level of patience, grace, and flexibility that must exist to resume in-person learning.

St. Peter's Lutheran School is dedicated to the safety and development of your child, as well as to the safety of our staff. Please read over the following procedures and keep it for your reference for the rest of the year.

OPERATIONAL LEVELS

There are basically 3 levels of concern in this ever-changing world of infectious disease.

Level III - Extreme Level of Concern

Level III would mean a severe and uncontrolled level of COVID-19 in our community where authorities are advising residents to take action to minimize contact with others and avoid leaving home. This would be if our area had a "stay at home" mandate.

Level II - Moderate Level of Concern

Level II would mean a moderate but controlled level of COVID-19 in our community where authorities are advising residents to remain vigilant but to resume activities using locally recommended protocols for safety.

Level I - Low Level of Concern

Level I would mean a minimal and controlled level of COVID-19 in our community where authorities are advising residents to resume "more normal" contact with others unless they've been exposed or are ill with the virus.

INSTRUCTIONAL OPTIONS

SPLS plans to offer in-person instruction for our regular school week days of Tuesday, Wednesday, and Thursday, as well as for our Extended Learning classes on Mondays and Fridays. The hours of operation will continue to be 8:30 am - 2:30 pm. The drop-off and pick-up will occur at the doors of the school building unless we can get to a Level I, in which case drop-off will occur at the doors, but pick-up will occur inside the building at the classroom doors.

Each class will practice social distancing to the best degree possible within the school, but there will be common times where students are together. Those times may include grade level recess and lunch, and school-wide chapel. If the cases begin to spike in our community, then we will revert to maintaining social distancing within each classroom to avoid a school-wide quarantine.

If a class or the entire school has to quarantine, the teachers will do as much virtual learning as is developmentally appropriate.

PREVENTION AND RESPONSE

Screening

All staff are required to daily self-screen for Covid 19 symptoms (listed below) before coming to school. St. Peter's Lutheran School recommends that all staff either be vaccinated or wear a face covering while indoors. Staff members who come in close contact with a lab-confirmed Covid-19 individual must follow local health authority quarantine guidelines.

COVID-19 Symptoms include:

Feeling feverish

Measured temperature of 100.0 or greater

Cough

Difficulty breathing or shortness of breath
Loss of taste and/or smell
Headache
Chills, shaking or shivering
Sore throat
Significant muscle pain or aches
Diarrhea

Parents must ensure they do not send their child(ren) to school if the child has any symptoms of COVID-19 (see above list), if the child(ren) has had direct contact with a lab-positive case (within their home or outside of the home), or if the child is lab-positive. We will not ask this question daily to expedite the entrance procedure, so please be vigilant about self-screening prior to coming to school and be considerate of teachers and other families by not coming if you have been around someone directly with a positive case or any other communicable disease. Parents must screen their child for symptoms prior to leaving their home, and any symptoms may not be medicated prior to arriving at school. We will not be doing daily temperature checks, so please, again, be vigilant in self assessing your child prior to coming to school each day.

Please know that we fully understand there are other illnesses that your child will catch in preschool that share many of the same symptoms of COVID-19. The current world circumstances have created an environment that makes it more difficult to distinguish in order to keep others safe. This may require more time out of school for a cold or other virus or a trip to the doctor for confirmation that may not have been necessary any other time.

Hygiene Practices

Hand sanitizer will be used regularly by staff and students. During the school day, however, washing hands with soap and water will be used frequently and at regular intervals. Students and teachers will wash hands before and after food consumption, after restroom use, after centers, after recess, and any other time deemed necessary by the teacher. We will utilize the routine of "before and after" for sanitizing and washing.

Students are welcome to wear masks as they enter and exit the building if the parent requests. SPLS believes that masks during instruction will prevent the very thing we want to provide by returning to in-person learning - students need to learn to read emotion, read facial variations, and watch mouth movements. In addition to

that, wearing a mask all day for a young child will create a bigger hygiene issue in allowing sneezes to sit in the mask, chewing or sucking on the mask, touching the face, sharing the masks, losing them and others picking them up, etc. If a parent does still wish for his/her child to wear a mask during the day, they may do so as long as it does not become a hygiene issue, a behavior management issue and/or it does not create a situation that is a risk to others.

Whenever possible and academically and age appropriate, use of shared supplies will be eliminated. If supplies are shared, they will be disinfected prior to and following use. Center materials and toys will be used by all students but will be disinfected after use.

Students will be socially distanced from other classes, but within each class, students will be seated next to someone else, sitting on a rug with others, playing at centers, playing on the playground, and eating lunch together. Each isolated class will be thoroughly and frequently washing hands, using hand sanitizer, using tissues and elbow sneezes, disinfecting frequently commonly used items and spaces, and learning to give each other a little more space than normal.

Cleaning Practices

Each classroom will have available for use throughout the day Force of Nature (www.forceofnatureclean.com) cleaning and disinfecting solution spray and disinfectant wipes. The teacher will regularly disinfect high touch surfaces such as table tops, chairs, door handles and commonly used items such as toys.

The classrooms, bathrooms, lunch space, hallway, and door handles will be deep cleaned with cleaning and disinfecting solutions daily after school hours as usual.

Windows will be kept open during cooler times of day to increase fresh air circulation and better ventilation.

COMMON CLASSES AND SPECIAL DAYS

During Level II, additional classes such as library, music, and chapel will be discontinued to avoid additional exposure outside of our isolated classes. If we move into a Level I situation, then we would attend special classes as they are held as individual classes or in grade level groups.

At this point, field trips, special events, guest speakers, and other special programs will be addressed as they approach. We will look at each item individually and address them with the most current situation and level of concern.

FLOATING AIDE AND SUBSTITUTES

SPLS has one dedicated aide for our school campus on TWTh. This aide will be a great resource for us and will be used primarily in the two Kinder classrooms. We will also utilize her in situations that may be considered unusual such as taking a child to the restroom when the class is on the playground. This aide will be vigilant with hand washing prior to and after interaction with each individual class. She will not be considered direct exposure as defined with other classes because she will keep a distance of 6 feet and will be with a child less than 15 minutes.

We have a limited number of substitutes at SPLS due to the nature of the position, but we will most likely need to utilize a sub frequently this year. The decision may be made in certain circumstances to close a class if the teacher is ill with any regular illness, has an ill child, or has a suspected positive case of COVID-19 and a sub cannot be found to replace the teacher. Typically, on a short term basis, a class could be split up with other classes or another teacher could take two classes, but with the current situation, that is not feasible. If a sub cannot be located, please know that we would prefer to close the class than to further expose your child or anyone else's child unnecessarily. The teacher will provide video lessons and at home activities to use for the day(s) that a sub cannot be found.

DROP OFF AND PICK UP PROCEDURES

All classes will drop off in the morning outside at a school door. This was started last year as a result of COVID protocol, and we had all positive feedback about this procedure. It is efficient, quick, and provides for little resistance from students who have separation anxiety. The procedure is that a parent will walk their child to the school door and wait to be greeted by the teacher. The child will enter the building and the parent is free to head back to the car to start their day. Please do not leave your child in line for entry on their own. At this time, 3 year old classes will enter at the "school entrance" on the north end of the building, PK will enter at the "main church entrance" under the portico on the west side of the building, and Kinder will enter at the east side church door on Elm Lane.

This is simply to alleviate congestion, so parents with siblings can be flexible and walk from entrance to entrance. Also, please be considerate of our neighbors on Elm Lane. Neighbors on Elm Lane would like to discourage their street as a parking lot. If other spots are taken, you may park on Elm Lane briefly, but please be considerate in not blocking the road or driveways - we want to maintain good and happy neighbors!

If you arrive after 8:45 am, you will need to ring the doorbell at the main front church doors to have a church staff member walk your child to the classroom. Please do everything you can to avoid this scenario as it disrupts the schedule of the church staff, but more importantly, it exposes your child to an additional adult and could produce some amount of anxiety in your child to have to enter school with an unfamiliar adult. Being on time will be of utmost importance.

Pick up procedures will depend on the level of cases our community is facing. During Level I, parents may enter the building beginning at 2:15 pm through the school doors on the north end of the building or the main church door. The side school door will be locked until 2:15 pm. If you arrive before 2:30 pm, you may wait in the hallway or on the benches, but please do not open the classroom door or enter the room. Teachers will bring the students to the classroom door for dismissal beginning at around 2:30 pm and will release them to you at that time. This time tends to be busy and slightly congested, so please consider exiting out of the front church door or side door.

If Level II is in place, the doors will remain locked and the teachers will bring students to the same door as drop-off and release your children a family at a time. This also was done last year and worked quickly and efficiently.

EXPOSURE, QUARANTINE, and CLOSINGS

If a student or teacher is presumed positive or lab-positive for COVID-19 and/or exhibiting symptoms, the teacher or parent should immediately notify the school director and stay home. In order to return to work or school, the following conditions must be met:

- A doctor's notice that the student or teacher has been diagnosed with something other than COVID-19 and is cleared to return to school OR
- At least 10 days have passed since symptoms first appeared AND
- At least 24 hours has passed without fever (or other symptoms) without the use of fever-reducing medication.

This is such an unprecedented time, and we all understand that preschoolers frequently get ill, especially if they are new to a preschool setting. Unfortunately, due to the current guidelines and safety protocols, there is really no way to know if something is a preschool illness or something else without a medical professional.

If a student begins running a fever or has other symptoms while at school, they will be immediately separated to a designated area and parents must pick up their child as soon as possible.

If a student or teacher is presumed positive, class will resume without that student (and any siblings in our school) or without that teacher (and any of her children in our school) until a lab-positive is confirmed or denied. If a lab-positive case is confirmed, the entire class and teacher will need to quarantine at home for 10 days and the person with a positive case will need to adhere to the above 3 conditions. If the person in quarantine wants, he/she may get a test on day 7. If that test is negative, he/she may resume school. If the student has a sibling in our school or the teacher has a child in our school, then all members of that family will need to quarantine at home as well.

If a parent, sibling, or close family member is presumed positive, the student or teacher needs to quarantine for 10 days or test on day 7.

A "IF-THEN" cheat sheet is provided in this handbook as a guide. This is a confusing time, and having no medical background makes it even more confusing. Patience and grace is greatly appreciated.

FINANCES

St. Peter's Lutheran School will do everything in its power to remain open, but in the event of a class closure, school closure, stay-at-home order, or other situation, below is how we handle tuition payments.

Reason for Shutdown	Financial Responsibility	What SPLS will Provide
Government-mandated shelter-in-place (1st time)	Full tuition	Teachers will provide video lessons and links to age-appropriate home activities
Government-mandated shelter-in-place (2nd time)	25% discount for tuition	Teachers will provide video lessons and links to age-appropriate home activities
Government-mandated shelter-in-place (3rd or more times)	50% discount for tuition	Teachers will provide video lessons and links to age-appropriate home activities
14 day closure of one class for positive student or teacher (1st time)	Full tuition	Teachers will provide video lessons and links to age-appropriate home activities
14 day closure of same class for positive student or teacher (2nd time)	25% discount for tuition	Teachers will provide video lessons and links to age-appropriate home activities
14 day closure of same class for positive student or teacher (3rd or more times)	50% discount for tuition	Teachers will provide video lessons and links to age-appropriate home activities
Individual child or teacher required to quarantine for sibling, family, or child with positive case	Full tuition	Online lessons will not be provided for individual children. The teacher's lesson plan will be shared with the family.
Substitute cannot be found for classroom when teacher needs to quarantine with own symptoms or child at home	50% tuition	Teachers will provide video lessons and links to age-appropriate home activities